



DEPARTMENT OF THE NAVY
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MARINE CORPS ORDER 1510.61C

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR EMBARKATION/LOGISTICS
OCCUPATIONAL FIELD 04

Ref: (a) MCO 1510.34A
(b) MCO 1553.1B
(c) MCO 1553.2
(d) MCO 1553.3

Encl: (1) Description of an Individual Training Standard
(2) Management of Individual Training Standards
(3) Summary/Index of Individual Training Standards
(4) Common Individual Training Standards
(5) Training Support
(6) Individual Training Standards

1. Purpose. To publish revised Individual Training Standards (ITS) at enclosures (1) through (6) for OccFld 04.

2. Cancellation. MCO 1510.61B

3. Background

a. The references establish the system used to publish all training standards, provide policy, and assign training responsibilities, especially as applied to the Systems Approach to Training (SAT).

b. ITSS establish the training requirements for all Marines in the same occupational field (OccFld), Military Occupational Specialty (MOS), or billet. They provide a foundation upon which unit commanders and school directors build training packages for individual Marines as part of unit training plans or formal courses of instruction.

c. ITSS represent the skills needed by individual Marines that contribute to the unit mission as expressed in the Mission Performance Standards. Changes to doctrine or force structure or the introduction of new weapons or equipment may necessitate revision of this Order.

4. Summary of Revision. Extensive changes have been made to this Order and it should be reviewed in its entirety. This order reflects a consolidation of the 3502 Motor Transport Officer and the 0402 Logistics Officer Individual Training Standards (ITS) for the new Logistics Officer.

5. Information. ITSS are used by unit commanders and school directors to design, develop, conduct, and evaluate the individual training of Marines. Unit commanders are responsible for the sustainment of all individual tasks that have been deemed, through

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analysis, to support the unit's Mission Essential Task List (METL). Unit commanders can, therefore, use the tasks contained in this Order as the basis of individual training through Managed On-the-Job Training (MOJT), instruction in unit level schools, or incorporation in their training plans. School directors will derive Terminal Learning Objectives (TLO) and Enabling Learning Objectives (ELO) from the tasks, conditions, standards, and performance steps of each associated ITS. Task lists reported by formal schools on Course Descriptive Data (CDD) submissions will consist of tasks contained in this Order that are designated for formal school training.

6. Action

a. Commanding General, Marine Corps Combat Development Command (CG MCCDC)

(1) Ensure that all schools use this Order to train personnel to the standards required by grade and MOS.

(2) Ensure that the Marine Corps Institute (MCI) and the Training and Audiovisual Support Centers (TAVSC) provide standardized job aids and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with Operating Force and Supporting Establishment commanders and MOS/OccFld advocates.

(4) Ensure the Combat Development Process identifies the impact on training, by MOS and ITS, of all new equipment.

(5) Ensure coordination with the Commander, Marine Corps Systems Command (COMMARCORSSYSCOM) to integrate the acquisition of new equipment into formal school training per the published ITSs.

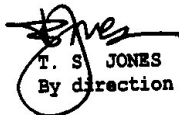
b. Commanding Generals of the Marine Forces and Supporting Establishment Commands and Commanders of Separate Organizations not Commanded by a General Officer

(1) Use this Order as the basis for individual training.

(2) Conduct MOJT programs and/or instruction in unit level schools to satisfy initial, sustainment, and refresher training requirements in so far as the tasks support unit mission requirements.

7. Submission of Recommendations and Requirements. Recommendations concerning the content of this Order are invited. Submit recommendations for additions, deletions, or modifications to CG MCCDC (C461) via the chain of command.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


T. S. JONES
By direction

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DESCRIPTION OF AN INDIVIDUAL TRAINING STANDARD

1. ITS Designator. Each ITS has a unique three-part identifier that represents the specific task, the duty area under which that task is included, and the MOS or billet) with which it is associated. Each part is separated by periods. An example of an ITS Designator is 0411.02.08.

a. The first four positions ("0411" in the example above) represent the MOS or billet. For any ITS associated with an official MOS, the four digits must be identical to those assigned to the MOS in MCO P1200.7_ (MOS Manual).

b. The middle two positions ("02" in the example above) represent the duty or functional area. Duty areas within a given MOS are assigned consecutive ascending Arabic numerals. Duty areas 1 through 9 are always preceded by a leading zero to allow for proper sorting. In the example above, "02" represents the second duty area under MOS 0411.

c. The last two positions ("08" in the example above) represent a specific task. Tasks within a specific duty or functional area are assigned consecutive ascending Arabic numerals. Tasks 1 through 9 are always preceded by a leading zero to allow for proper sorting. In the example above, "08" represents the eighth task within the second duty area under MOS 0411.

2. ITS Components. There are six basic components of an ITS, five of which are mandatory:

a. Task. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or job. It is a clearly stated, performance-oriented action requiring a learned skill.

b. Condition(s). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. Standard(s). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. Performance Steps. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. References. References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

f. Administrative Instructions (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

3. ITS Training

a. Initial Training Setting. All ITSs are assigned an Initial Training Setting

ENCLOSURE (1)

that includes a specific location for initial instruction (Formal School or MOJT), level of training required at that location (Standard or Preliminary), a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" rank (the lowest rank at which task proficiency is required).

b. Training Materiel (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials (except ammunition and Marine Corps Institute (MCI) publications) required or recommended to properly train the task under the specified conditions and to the specified standard.

c. Ammunition (Optional). This section includes any ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

d. Current MCI(s) (Optional). This section includes a list of any currently available MCI publications designed to provide training related to this task.

ENCLOSURE (1)

MANAGEMENT OF INDIVIDUAL TRAINING STANDARDS

1. ITS Use

a. ITSs form the basis for all individual training in formal schools and units. They are written for all MOSs in order to specify the critical skills required by units of their individual Marines in support of the unit's combat missions as defined in the unit's Mission Essential Task List (METL).

b. Formal school directors are responsible for reviewing all ITSs marked for initial training at the formal school. They must conduct courses of instruction on those ITSs appropriate for their student populations in terms of grade or rank. The task portion of each ITS taught in a given course must appear in the Task List (Item 24) of the CDD for that course. In accordance with SAT, a Program of Instruction (POI) must also be developed for the course.

c. ITSs provide measures of performance that can be used by unit commanders to diagnose individual deficiencies and design training. Noted deficiencies should be scheduled for remediation on training plans or through MOJT, as appropriate.

d. A Marine should continue to receive instruction on ITSs that support his unit's METL. Individual training cannot cease upon graduation from a formal school because formal schools cannot prepare every Marine to serve in every billet. Individuals should be given opportunities in the unit to gain experience and responsibility as quickly as possible.

2. ITS Maintenance

a. A relationship exists between ITSs and the threat to Marine forces. Changes in the threat often trigger corresponding changes in our weapons, equipment, or doctrine, which then necessitate producing new or updated training standards. Such action requires a team effort on the part of the operating forces, the formal schools, and staff agencies at both Headquarters, U.S. Marine Corps and the Marine Corps Combat Development Command (MCCDC).

b. ITSs are ultimately validated by unit commanders and school directors. Records of Proceedings (ROP) resulting from Course Content Review Boards (CCRB) conducted by formal schools are particularly well suited for recommending revisions. The ROP should contain a justification for each proposed addition, deletion, or change and should accompany any request to obtain authority to depart from the currently published ITSs. Unit commanders can recommend changes through participation in a school's CCRB or directly via the chain of command. Unless significant changes warrant earlier action, ITS orders are revised and republished on a 4-year cycle.

c. ITS management is a dynamic process involving user maintenance as the key to refining standards to best serve unit missions. ITS users should evaluate whether ITSs support or fail to support an MOS, and ITS components should be examined for realism and pertinence. Users are encouraged to submit recommended changes to published ITSs through the chain of command.

ENCLOSURE (2)

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure is a summary listing of all ITS tasks grouped by MOS and Duty Area.

2. Format. The columns are as follows:

a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.

b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.

c. TITLE. ITS Task Title.

d. FS. Formal School. A mark appears in this column when the Formal School is designated as the initial training setting. An "S" indicates the task is taught to "standard" at the formal school. A "P" indicates that the formal school provides only "preliminary" instruction and it is up to the unit to provide follow-on MOJT instruction to teach the task to standard.

e. MOJT. Managed On-The-Job Training. An "S" appears in this column when MOJT is designated as the initial training setting. Instruction is always to "standard."

f. MCI. Current MCI Publication(s). An "X" in this column indicates that at least one MCI publication addresses this task. Consult enclosure (6) for details.

g. SUS. Sustainment Training Period. An entry in this column represents the number of months within which the unit is expected to train or retrain this task to standard provided the task supports the unit's METL.

h. REQ BY. Required By. An entry in this column depicts the lowest rank required to demonstrate proficiency in this task.

i. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

<u>SEQ</u>	<u>TASK</u>	<u>TITLE</u>	<u>FS</u>	<u>MOJT</u>	<u>MCI</u>	<u>SUS</u>	<u>REQ BY</u>	<u>PAGE</u>
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MOS 0402, LOGISTICS OFFICER

DUTY AREA 01 - GENERAL DUTIES

1)	0402.01.01	PERFORM THE DUTIES OF A LOGISTICS OFFICER	P			12	2ndLt	6-A-1
2)	0402.01.02	SUPERVISE A UNIT ARMORY	P			12	2ndLt	6-A-2
3)	0402.01.03	SUPERVISE A UNIT AMMUNITION ACCOUNT	P			12	2ndLt	6-A-3
4)	0402.01.04	SUPERVISE UNIT SUBSISTENCE		S		12	2ndLt	6-A-4
5)	0402.01.05	MAINTAIN A GROUND SAFETY PROGRAM	P			12	2ndLt	6-A-4
6)	0402.01.06	SUPERVISE A HAZARDOUS MATERIAL/WASTE (HAZMAT) DISPOSAL PROGRAM	P			12	2ndLt	6-A-5
7)	0402.01.07	MANAGE A UNIT'S FISCAL MATTERS	P			12	2ndLt	6-A-6

ENCLOSURE (3)

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
8)	0402.01.08	ADMINISTER A MOTOR TRANSPORT LICENSING PROGRAM	P			12	2ndLt		6-A-7
9)	0402.01.09	MONITOR PUBLICATION CONTROL SYSTEM	P			12	2ndLt		6-A-8
10)	0402.01.10	PERFORM MAINTENANCE MANAGEMENT RELATED FUNCTIONS	S			12	2ndLt		6-A-9

DUTY AREA 02 - SUPPLY

1)	0402.02.01	DETERMINE A UNIT'S OPERATIONAL SUPPLY REQUIREMENTS	P			12	2ndLt		6-A-11
2)	0402.02.02	COORDINATE SUPPLY SUPPORT RELATED FUNCTIONS	P			12	2ndLt		6-A-11
3)	0402.02.03	MONITOR UNIT TABLE OF ORGANIZATION AND EQUIPMENT MODIFICATION (T/O&E) PROCEDURES	S			12	2ndLt		6-A-12

DUTY AREA 03 - MAINTENANCE

1)	0402.03.01	SUPERVISE MAINTENANCE RELATED PROGRAMS	P			12	2ndLt		6-A-14
2)	0402.03.02	SUPERVISE EQUIPMENT MAINTENANCE	P			12	2ndLt		6-A-15
3)	0402.03.03	MANAGE MODIFICATION CONTROL PROGRAM	P			12	2ndLt		6-A-17
4)	0402.03.04	MANAGE CALIBRATION CONTROL PROGRAM	P			12	2ndLt		6-A-17

DUTY AREA 04 - TRANSPORTATION

1)	0402.04.01	COORDINATE TRANSPORTATION FOR A UNIT OPERATION/DEPLOYMENT	P			12	2ndLt		6-A-19
2)	0402.04.02	SUPERVISE A UNIT MOVE	P			12	2ndLt		6-A-20
3)	0402.04.03	FACILITATE SHIP-TO-SHORE MOVEMENT	P			12	2ndLt		6-A-21
4)	0402.04.04	CONDUCT LANDING SUPPORT OPERATIONS	P			12	2ndLt		6-A-22
5)	0402.04.05	CONDUCT CONVOY OPERATIONS	S			12	2ndLt		6-A-23
6)	0402.04.06	ESTABLISH A TACTICAL EQUIPMENT POOL	P			12	2ndLt		6-A-24

DUTY AREA 05 - GENERAL ENGINEERING

1)	0402.05.01	COORDINATE GENERAL ENGINEERING SUPPORT	P			12	2ndLt		6-A-26
2)	0402.05.02	MONITOR THE CONDITION AND SUITABILITY OF FACILITIES	S			12	2ndLt		6-A-26

DUTY AREA 06 - HEALTH SERVICES

1)	0402.06.01	COORDINATE HEALTH SERVICES SUPPORT (HSS)	P			12	2ndLt		6-A-28
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DUTY AREA 07 - SERVICES

1)	0402.07.01	COORDINATE UNIT SECURITY SUPPORT	P			12	2ndLt		6-A-29
2)	0402.07.02	COORDINATE SERVICES SUPPORT	P			12	2ndLt		6-A-29
3)	0402.07.03	PROVIDE LOGISTICS SUPPORT FOR GRAVES REGISTRATION FUNCTIONS	S			12	2ndLt		6-A-30
4)	0402.07.04	SUPPORT DEPLOYMENT AND DISTRIBUTION PLANNING THROUGH USE OF AUTOMATED INFORMATION SYSTEMS (AIS)	P			12	2ndLt		6-A-30

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
<u>DUTY AREA 08 - PLANNING</u>									
1)	0402.08.01	CONDUCT COMBAT SERVICE SUPPORT (CSS) PLANNING USING AUTOMATED INFORMATION SYSTEMS (AIS) TO IDENTIFY AND DEVELOP PLANNING REQUIREMENTS	P			12	2ndLt		6-A-32
2)	0402.08.02	SUPPORT MARITIME PREPOSITIONING FORCES (MPF) OPERATIONS USING AUTOMATED INFORMATION SYSTEMS (AIS) DURING PLANNING AND EXECUTION	S			12	2ndLt		6-A-33
<u>MOS 0411, MAINTENANCE MANAGEMENT SPECIALIST</u>									
<u>DUTY AREA 01 - MAINTENANCE MANAGEMENT</u>									
1)	0411.01.01	PROCESS AN EQUIPMENT REPAIR ORDER (ERO)	S			6	PFC		6-B-1
2)	0411.01.02	PROCESS AN EQUIPMENT REPAIR ORDER SHOPPING LIST (EROSL)	S			6	PFC		6-B-1
3)	0411.01.03	MAINTAIN COMMODITY SECTION PREVENTIVE MAINTENANCE CHECKS AND SERVICES (PMCS) AND CORRECTIVE MAINTENANCE (CM) RECORDS	P			6	LCpl		6-B-2
4)	0411.01.04	INSPECT A COMMODITY SECTION CALIBRATION CONTROL PROGRAM	S			6	Cpl		6-B-3
5)	0411.01.05	INSPECT COMMODITY SECTION TOOL CONTROL PROGRAMS	P			6	Sgt		6-B-3
6)	0411.01.06	COMPLETE A PRODUCT QUALITY DEFICIENCY REPORT (PQDR)	P			12	Sgt		6-B-4
7)	0411.01.07	INSPECT UNIT'S MODIFICATION CONTROL PROGRAM	S			12	Sgt		6-B-5
8)	0411.01.08	ESTABLISH A PUBLICATIONS LIBRARY	S			6	LCpl		6-B-5
9)	0411.01.09	INSPECT A PUBLICATIONS LIBRARY	P			12	Sgt		6-B-6
<u>DUTY AREA 02 - SUPPLY SUPPORT</u>									
1)	0411.02.01	MONITOR MAINTENANCE SECTION PRE-EXPENDED BIN (PEB)	S			12	Sgt		6-B-7
2)	0411.02.02	MAINTAIN A MAINTENANCE SECTION'S EQUIPMENT REPAIR ORDER (ERO) PARTS BIN	P			12	Cpl		6-B-7
3)	0411.02.03	MONITOR COMPLIANCE WITH ESTABLISHED POLICIES ON FIELDING NEW EQUIPMENT	S			12	SSgt		6-B-8
4)	0411.02.04	CONDUCT DAILY MAINTENANCE/SUPPLY VALIDATION	P			12	LCpl		6-B-8
5)	0411.02.05	CONDUCT BI-WEEKLY VALIDATION	P			12	Sgt		6-B-9
<u>DUTY AREA 03 - MIMMS-AIS</u>									
1)	0411.03.01	INPUT MAINTENANCE MANAGEMENT AIS TRANSACTIONS	S			12	PFC		6-B-10
2)	0411.03.02	REVIEW MAINTENANCE MANAGEMENT REPORTS	P			12	LCpl		6-B-10
3)	0411.03.03	RETRIEVE MAINTENANCE MANAGEMENT INFORMATION/REPORTS USING AN INFORMATION RETRIEVAL PROGRAM	S			6	Sgt		6-B-11

ENCLOSURE (3)

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
<u>DUTY AREA 04 - MISCO</u>									
1)	0411.04.01	MONITOR THE OPERATION OF MIMMS/MARES FUNCTIONS	S			6	SSgt		6-B-12
2)	0411.04.02	SUPPORT MIMMS/MARES CUSTOMERS	S			6	SSgt		6-B-12
3)	0411.04.03	COORDINATE THE USE OF MIMMS/MARES INFORMATION	S			6	SSgt		6-B-13
4)	0411.04.04	CONDUCT MIMMS TRAINING FOR DEPLOYING UNITS	S			12	SSgt		6-B-14
<u>MOS 0430, EMBARKATION OFFICER</u>									
<u>DUTY AREA 01 - TRAINING AND ADMINISTRATION</u>									
1)	0430.01.01	VALIDATE AN AIRLIFT REQUEST	S			12	WO		6-C-1
2)	0430.01.02	VALIDATE A LIFT OF OPPORTUNITY (OPLIFT) REQUEST		S		12	WO		6-C-1
3)	0430.01.03	VALIDATE A CARRIER DISCREPANCY REPORT		S		12	WO		6-C-2
4)	0430.01.04	DETERMINE EMBARKATION PUBLICATION REQUIREMENTS		S		24	WO		6-C-2
5)	0430.01.05	OBTAIN CERTIFICATION OF EQUIPMENT FOR AIRLIFT		S		12	WO		6-C-3
6)	0430.01.06	CONDUCT A SHIPBOARD ACCOMMODATION INSPECTION	S			12	WO		6-C-4
7)	0430.01.07	SUPERVISE UNIT LEVEL EMBARKATION TRAINING	S			12	WO		6-C-4
8)	0430.01.08	CONDUCT UNIT LEVEL EMBARKATION INSPECTIONS	P			12	WO		6-C-5
<u>DUTY AREA 02 - OPERATION PLANNING</u>									
1)	0430.02.01	SUPERVISE COORDINATION OF TRANSPORTATION FOR A UNIT DEPLOYMENT		S		12	WO		6-C-6
2)	0430.02.02	USE AUTOMATED INFORMATION SYSTEM (AIS) IN SUPPORT OF DEPLOYMENT PLANNING		S		12	WO		6-C-6
3)	0430.02.03	FORECAST LIFT REQUIREMENTS		S		12	WO		6-C-7
4)	0430.02.04	PREPARE AN EMBARKATION PLAN		P		12	WO		6-C-7
5)	0430.02.05	DETERMINE EMBARKATION SUPPORT REQUIREMENTS		S		24	WO		6-C-8
6)	0430.02.06	PREPARE EMBARKATION ESTIMATE OF SUPPORTABILITY		P		12	WO		6-C-9
<u>DUTY AREA 03 - LOAD PLANNING</u>									
1)	0430.03.01	VALIDATE A LOAD PLAN FOR AN AIRCRAFT		S		24	WO		6-C-10
2)	0430.03.02	VALIDATE A LOAD PLAN FOR A SHIP		S		24	WO		6-C-10
3)	0430.03.03	VALIDATE A LOAD PLAN FOR MOVEMENT BY RAIL		P		24	WO		6-C-12
<u>DUTY AREA 04 - MOVEMENT AND LOADING</u>									
1)	0430.04.01	SUPERVISE THE PREPARATION OF SUPPLIES AND EQUIPMENT FOR EMBARKATION		P		12	WO		6-C-13
2)	0430.04.02	CERTIFY HAZARDOUS/SPECIAL HANDLING MATERIAL FOR SHIPMENT		S		24	WO		6-C-13
3)	0430.04.03	SUPERVISE EMBARKATION OPERATIONS		P		24	WO		6-C-14
4)	0430.04.04	COORDINATE SHIP-TO-SHORE MOVEMENT		P		12	WO		6-C-15

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
<u>DUTY AREA 05 - FISCAL</u>									
1)	0430.05.01	COMPUTE THE ESTIMATED COST OF TRANSPORTATION	P			12	WO		6-C-17
2)	0430.05.02	MANAGE TRANSPORTATION OF PEOPLE/ THINGS (TOP/TOT)ACCOUNTS	S			12	WO		6-C-17
3)	0430.05.03	FORMULATE INPUT FOR TRANSPORTATION BUDGETS	S			12	WO		6-C-18

MOS 0431, EMBARKATION/LOGISTICS AND COMBAT SERVICE SUPPORT SPECIALIST

DUTY AREA 01 - EMBARKATION/LOGISTICS/COMBAT SERVICE SUPPORT SPECIALIST

1)	0431.01.01	PERFORM ADMINISTRATIVE FUNCTIONS	S			6	PFC		6-D-1
2)	0431.01.02	PREPARE AN AIRLIFT REQUEST	S			12	Sgt		6-D-1
3)	0431.01.03	PREPARE A LIFT OF OPPORTUNITY (OPLIFT) REQUEST	S			12	Cpl		6-D-2
4)	0431.01.04	PROVIDE INPUT IN PREPARATION OF A CARRIER DISCREPANCY REPORT	S			12	SSgt		6-D-2
5)	0431.01.05	CREATE A DATABASE IN THE LOGISTICS AUTOMATED INFORMATION SYSTEM (LOGAIS)	P			3	PFC		6-D-3
6)	0431.01.06	COORDINATE 463L PALLET SYSTEM SUPPORT	S			12	Cpl		6-D-3
7)	0431.01.07	CONDUCT EMBARKATIONS TRAINING	S			12	LCpl		6-D-4
8)	0431.01.08	MAINTAIN A LOGISTICS/EMBARKATION PUBLICATION LIBRARY	S			12	LCpl		6-D-5
9)	0431.01.09	MONITOR CERTIFICATION OF EQUIPMENT FOR AIRLIFT	S			12	Cpl		6-D-5
10)	0431.01.10	ASSIST IN A SHIPBOARD ACCOMMODATION INSPECTION FOR COMPLIANCE WITH THE SHIP'S LOADING CHARACTERISTICS PAMPHLET (SLCP)	P			12	Cpl		6-D-6
11)	0431.01.11	PREPARE LOGISTICS RELATED REPORTS AND FORMS	S			12	Sgt		6-D-7
12)	0431.01.12	MAINTAIN A LOGISTICS SITUATION MAP	S			12	Cpl		6-D-7
13)	0431.01.13	MANAGE THE DAILY FUNCTIONING OF A LOGISTICS SECTION	S			12	Sgt		6-D-8

DUTY AREA 02 - OPERATIONS PLANNING

1)	0431.02.01	REVIEW JOINT OPERATIONAL PLANNING AND EXECUTION SYSTEM (JOPEs) INPUT/OUTPUT	S			6	Cpl		6-D-9
2)	0431.02.02	FORECAST LIFT REQUIREMENTS	S			12	Sgt		6-D-9
3)	0431.02.03	DIRECT PORT OPERATION GROUP (POG) OPERATIONS	S			12	SSgt		6-D-10

DUTY AREA 03 - LOAD PLANNING

1)	0431.03.01	PREPARE A LOAD PLAN FOR AN AIRCRAFT	S			3	LCpl		6-D-11
2)	0431.03.02	PREPARE A SHIP LOAD PLAN	S			6	Cpl		6-D-11
3)	0431.03.03	ASSIST IN PREPARING A LOAD PLAN FOR MOVEMENT BY RAIL	P			12	Cpl		6-D-13

ENCLOSURE (3)

SEQ TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
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DUTY AREA 04 - MOVEMENT AND LOADING

1) 0431.04.01	PREPARE SUPPLIES AND EQUIPMENT FOR EMBARKATION	P			6	PFC		6-D-14
2) 0431.04.02	CERTIFY HAZARDOUS/SPECIAL HANDLING MATERIAL FOR SHIPMENT	S			24	Cpl		6-D-15
3) 0431.04.03	CONDUCT MARSHALLING/STAGING OPERATIONS	S			12	Cpl		6-D-15
4) 0431.04.04	CONDUCT LOADING OPERATIONS	S			24	SSgt		6-D-17
5) 0431.04.05	ASSIST IN THE COORDINATION OF SHIP TO SHORE MOVEMENT	S			12	SSgt		6-D-17

DUTY AREA 05 - FISCAL

1) 0431.05.01	COMPUTE THE COST OF AN AIRLIFT	S			12	Cpl		6-D-19
2) 0431.05.02	MANAGE TRANSPORTATION OF PEOPLE/THINGS (TOP/TOT) ACCOUNTS	S			6	Sgt		6-D-19
3) 0431.05.03	PROVIDE INPUT FOR TRANSPORTATION BUDGET	S			12	SSgt		6-D-20

DUTY AREA 06 - SUPPLY

1) 0431.06.01	DETERMINE A UNIT'S CLASS I, III, AND V REQUIREMENTS	S			6	Cpl		6-D-21
2) 0431.06.02	COORDINATE REQUEST FOR COMBAT SERVICE SUPPORT (CSS)	S			12	Sgt		6-D-21

DUTY AREA 07 - TRANSPORTATION

1) 0431.07.01	COORDINATE TRANSPORTATION FOR A UNIT OPERATION/DEPLOYMENT	S			12	SSgt		6-D-23
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MOS 0451, AIR DELIVERY SPECIALIST

DUTY AREA 01 - INSPECTION

1) 0451.01.01	CONDUCT A TECHNICAL RIGGER INSPECTION (TRI)	P			6	PFC		6-E-1
2) 0451.01.02	CONDUCT A PACK-IN-PROCESS INSPECTION FOR PERSONNEL OR CARGO PARACHUTE	S			6	Cpl		6-E-1
3) 0451.01.03	CONDUCT AN IN-STORAGE INSPECTION	S	X		6	Cpl		6-E-2
4) 0451.01.04	CONDUCT A ROUTINE INSPECTION ON A PACKED OR RIGGED FOR AIRDROP ITEM	S			1	Cpl		6-E-2
5) 0451.01.05	CONDUCT A FINAL SHOP INSPECTION OF AIRDROP LOADS	P			6	Cpl		6-E-3
6) 0451.01.06	CONDUCT A MALFUNCTION INSPECTION	S			1	Cpl		6-E-3

DUTY AREA 02 - EQUIPMENT PREPARATION

1) 0451.02.01	PACK A 68 INCH DIAMETER PILOT PARACHUTE FOR EITHER THE BREAKAWAY OR NON-BREAKAWAY METHOD, USING THE PACK-IN PROCESS	S			6	PFC		6-E-5
2) 0451.02.02	PACK AN MCI-1 B/C TROOP BACK PARACHUTE UTILIZING THE PACK-IN PROCESS	S			6	PFC		6-E-5

ENCLOSURE (3)

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
3)	0451.02.03	PACK A HIGH ALTITUDE/LOW OPENING (HALO) RAM AIR PARACHUTE UTILIZING THE PACK-IN PROCESS	S			6	PFC		6-E-6
4)	0451.02.04	PACK A 12 OR 26 FOOT HIGH VELOCITY CARGO PARACHUTE FOR EITHER THE BREAKAWAY OR NON-BREAKAWAY UTILIZING THE PACK-IN PROCESS	S			6	PFC		6-E-6
5)	0451.02.05	PACK A G-13 AND G-14 CARGO PARACHUTE FOR EITHER BREAKAWAY OR NON-BREAKAWAY UTILIZING THE PACK-IN PROCESS	S			6	PFC		6-E-7
6)	0451.02.06	PACK A 15, 22, OR 28 FOOT CARGO EXTRACTION PARACHUTE UTILIZING THE PACK-IN PROCESS	S			6	PFC		6-E-8
7)	0451.02.07	PACK A SLING/EXTRACTION LINE LOW VELOCITY METHOD OF AIRDROP USING EITHER 60 OR 120 FOOT NYLON EXTRACTION LINE WEBBING	S			6	PFC		6-E-8
8)	0451.02.08	RIG A LOAD FOR THE LOW VELOCITY METHOD OF AIRDROP	P			6	PFC		6-E-9
9)	0451.02.09	RIG AN A-22 CARGO BAG FOR THE LOW OR HIGH VELOCITY METHOD OF AIRDROP	P			6	PFC		6-E-10
10)	0451.02.10	RIG AN A-7A CONTAINER FOR THE LOW OR HIGH VELOCITY METHOD OF AIRDROP	P			6	PFC		6-E-10
11)	0451.02.11	RIG INDIVIDUAL EQUIPMENT FOR A COMBAT EQUIPMENT JUMP	P			6	PFC		6-E-11
12)	0451.02.12	PREPARE AN EXTRACTION FORCE TRANSFER COUPLING (EFTC)	S			6	PFC		6-E-11
13)	0451.02.13	PREPARE AN M-1 OR M-2 CARGO PARACHUTE RELEASE ASSEMBLY	S			6	PFC		6-E-12
14)	0451.02.14	ASSEMBLE A TYPE V PLATFORM FOR AIRDROP	P			6	PFC		6-E-13
15)	0451.02.15	LABEL HAZARDOUS CARGO RIGGED FOR AIRDROP	S			6	LCpl		6-E-13
16)	0451.02.16	SUPERVISE THE OPERATIONS OF AN AIRDROP RIGGING ACTIVITY	S			6	Sgt		6-E-14
17)	0451.02.17	SUPERVISE THE OPERATIONS OF PACKING ACTIVITY	S			6	Sgt		6-E-15

DUTY AREA 03 - EQUIPMENT RECOVERY

1)	0451.03.01	SHAKE OUT A PERSONNEL PARACHUTE	P			12	PFC		6-E-16
2)	0451.03.02	MONITOR THE IN-STORAGE QUALITY CONTROL PROGRAM	S			12	Cpl		6-E-16

DUTY AREA 04 - EQUIPMENT MAINTENANCE

1)	0451.04.01	PERFORM A RIGGER-ROLL ON PARACHUTES	P			6	PFC		6-E-17
2)	0451.04.02	APPLY A BASIC SEWN PATCH TO A PARACHUTE	S			12	PFC		6-E-17
3)	0451.04.03	REPLACE A CANOPY GORE SECTION PARACHUTE	S			12	PFC		6-E-18
4)	0451.04.04	PERFORM A SUSPENSION SLING SPLICE	S			6	PFC		6-E-18
5)	0451.04.05	PERFORM A SUSPENSION LINE SPLICE	S			6	PFC		6-E-19
6)	0451.04.06	REPAIR A TROOP BACK PARACHUTE PACK TRAY	S			6	PFC		6-E-19
7)	0451.04.07	REPAIR AN A-22 CARGO BAG	P			6	PFC		6-E-20
8)	0451.04.08	REPAIR A TYPE V PLATFORM	S			6	PFC		6-E-20
9)	0451.04.09	PERFORM PREVENTIVE MAINTENANCE ON A SEWING MACHINE	S			3	PFC		6-E-21

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
10)	0451.04.10	SUPERVISE THE OPERATIONS OF AN AIRDROP EQUIPMENT REPAIR ACTIVITY	S			6	SSgt		6-E-21

DUTY AREA 05 - AIRDROP OPERATIONS

1)	0451.05.01	PERFORM A PERSONNEL JUMP FROM AN AIRCRAFT IN FLIGHT	S			3	PFC		6-E-23
2)	0451.05.02	DETERMINE THE EQUIPMENT AND SUPPLIES REQUIRED TO SUPPORT AN AIRDROP OPERATION	S			6	SSgt		6-E-23
3)	0451.05.03	PREPARE AN AIRCRAFT LOAD PLAN FOR AIRDROP LOADS	S			6	LCpl		6-E-24
4)	0451.05.04	PERFORM THE DUTIES OF JUMPMaster, ASSISTANT JUMPMaster, OR SAFETY NCO	S			6	Cpl		6-E-24
5)	0451.05.05	PERFORM THE DUTIES OF MALFUNCTION NCO	S			6	Cpl		6-E-25
6)	0451.05.06	PERFORM THE DUTIES OF DROP ZONE TEAM LEADER (DZSTL)	S			6	Cpl		6-E-25
7)	0451.05.07	PERFORM THE DUTIES OF DROP ZONE SAFETY NCO	S			6	Sgt		6-E-26
8)	0451.05.08	ESTABLISH A DROP ZONE	S			12	Sgt		6-E-26

MOS 0481, LANDING SUPPORT SPECIALIST

DUTY AREA 01 - LANDING SUPPORT OPERATIONS

1)	0481.01.01	LAY ASSAULT TRACKWAY MATTING	S			12	LCpl		6-F-1
2)	0481.01.02	ERECT BEACH MARKER/OFFLOAD POINT PANELS	S			6	PFC		6-F-1
3)	0481.01.03	SECURE CARGO ONTO A 463L PALLET	S			12	PFC		6-F-1
4)	0481.01.04	RIG EQUIPMENT FOR EXTERNAL LIFT	S			6	PFC		6-F-2
5)	0481.01.05	MARK A HELICOPTER LANDING ZONE	S			6	PFC		6-F-2
6)	0481.01.06	DIRECT HELICOPTER MOVEMENT WITHIN THE LANDING ZONE USING HAND AND ARM SIGNALS	S			6	LCpl		6-F-3
7)	0481.01.07	HOOK UP EQUIPMENT TO A HOVERING HELICOPTER	S			3	PFC		6-F-3
8)	0481.01.08	LOAD VEHICLES/CARGO ON RAIL	S			12	PFC		6-F-4
9)	0481.01.09	LOAD CARGO ON SHIPS	S			6	LCpl		6-F-4
10)	0481.01.10	CALCULATE CENTER OF BALANCE FOR A MOTOR VEHICLE	S			6	PFC		6-F-5
11)	0481.01.11	LOAD CARGO ON AIRCRAFT	P			6	PFC		6-F-5
12)	0481.01.12	MAINTAIN PUBLICATION AND DIRECTIVES LIBRARY	S			6	LCpl		6-F-6
13)	0481.01.13	CREATE A UNIT DEPLOYMENT LIST	S			6	PFC		6-F-6

DUTY AREA 02 - OPERATIONS

1)	0481.02.01	DIRECT LANDING SUPPORT OPERATIONS	S			12	Sgt		6-F-8
2)	0481.02.02	MAINTAIN A LOGISTICS SITUATION MAP	S			12	Cpl		6-F-9
3)	0481.02.03	SUPERVISE PORT OPERATION GROUP (POG) OPERATIONS	S			12	SSgt		6-F-9
4)	0481.02.04	DETERMINE A UNIT'S CLASS I, III, AND V REQUIREMENTS	S			6	LCpl		6-F-10
5)	0481.02.05	PREPARE A LOAD PLAN FOR MOVEMENT BY RAIL	S			12	Cpl		6-F-10
6)	0481.02.06	PREPARE SUPPLIES AND EQUIPMENT FOR BY RAIL EMBARKATION	S			6	Cpl		6-F-11
7)	0481.02.07	CREATE A DATABASE IN THE MAGTF DEPLOYMENT SUPPORT SYSTEM II (MDSS II)	S			6	Cpl		6-F-12
8)	0481.02.08	PREPARE A LOAD PLAN FOR AN AIRCRAFT	S			6	Cpl		6-F-13

ENCLOSURE (3)

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
9)	0481.02.09	PREPARE A SHIP LOAD PLAN	S			6	Cpl		6-F-13
10)	0481.02.10	COORDINATE SHIP-TO-SHORE MOVEMENT		S		12	SSgt		6-F-15

MOS 0491, COMBAT SERVICE SUPPORT CHIEF

DUTY AREA 01 - GENERAL DUTIES

1)	0491.01.01	SUPERVISE A UNIT ARMORY	P			12	GySgt		6-G-1
2)	0491.01.02	MAINTAIN A UNIT GROUND SAFETY PROGRAM	P			12	GySgt		6-G-1
3)	0491.01.03	SUPERVISE A UNIT HAZARDOUS WASTE/MATERIAL DISPOSAL PROGRAM	P			12	GySgt		6-G-2
4)	0491.01.04	PREFORM ADMINISTRATIVE FUNCTIONS WASTE/MATERIAL	P			12	GySgt		6-G-3
5)	0491.01.05	SUPERVISE A UNIT AMMUNITION ACCOUNT		S		24	GySgt		6-G-4

DUTY AREA 02 - OPERATIONAL DUTIES

1)	0491.02.01	SUPERVISE TECHNICAL FUNCTIONS OF COMBAT SERVICE SUPPORT (CSS)	P			12	GySgt		6-G-5
2)	0491.02.02	SUPERVISE DEPLOYMENT PLANNING	P			12	GySgt		6-G-6
3)	0491.02.03	COORDINATE SUPPLY SUPPORT	P			6	GySgt		6-G-7
4)	0491.02.04	COORDINATE UNIT GENERAL SUPPORT	P			12	GySgt		6-G-7
5)	0491.02.05	COORDINATE HEALTH SERVICES	P			12	GySgt		6-G-8
6)	0491.02.06	COORDINATE SHIP TO SHORE	P			12	GySgt		6-G-8

DUTY AREA 03 - PLANNING

1)	0491.03.01	CONDUCT PLANNING IN SUPPORT OF A MAGTF FOR A GIVEN MISSION	S			12	GySgt		6-G-10
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ENCLOSURE (3)

COMMON INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure lists the ITS tasks common to more than one MOS within the OccFld. It is designed to assist the trainer in consolidating training for common tasks.

2. Format. The columns are as follows:

a. TASK TITLE. A listing of all tasks common to at least two MOSs.

b. COMMON TASK NUMBERS. A listing of the ITS designators for all ITSs containing the same task title.

<u>TASK TITLE</u>	<u>COMMON TASK NUMBERS</u>	
CERTIFY HAZARDOUS/SPECIAL HANDLING MATERIAL FOR SHIPMENT	0430.04.02	0431.04.02
COORDINATE SHIP-TO-SHORE MOVEMENT	0430.04.04	0481.02.10
COORDINATE TRANSPORTATION FOR A UNIT OPERATION/DEPLOYMENT	0402.04.01	0431.07.01
DETERMINE A UNIT'S CLASS I, III, AND V REQUIREMENTS	0431.06.01	0481.02.04
FORECAST LIFT REQUIREMENTS	0430.02.03	0431.02.02
MAINTAIN A LOGISTICS SITUATION MAP	0431.01.12	0481.02.02
PREPARE A LOAD PLAN FOR AN AIRCRAFT	0431.03.01	0481.02.08
PREPARE A SHIP LOAD PLAN	0431.03.02	0481.02.09
PREPARE SUPPLIES AND EQUIPMENT FOR EMBARKATION	0431.04.01	0481.02.06
SUPERVISE A UNIT AMMUNITION ACCOUNT	0402.01.03	0491.01.05
SUPERVISE A UNIT ARMORY	0402.01.02	0491.01.01

ENCLOSURE (4)

TRAINING SUPPORT

1. This enclosure summarizes four categories of training support by ITS for the entire OccFld:

Appendix A: Training Materiel

Appendix B: Current MCIs

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: References

2. If support identified in any appendix is not applicable to this OccFld, the appendix will include a statement to that effect.

ENCLOSURE (5)

MCO 1510.61C
26 JAN 99

TRAINING MATERIEL

DOES NOT APPLY TO THIS ORDER.

Appendix A to
ENCLOSURE (5)

5-A-1

CURRENT MCI PUBLICATIONS

1. General. This section includes a list of all currently available Marine Corps Institute (MCI) publications designed to provide training related to any task in this OccFld.

2. Format. The columns are as follows:

a. MCI. This column summarizes all MCIs that address training of at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks supported by the corresponding MCI.

<u>MCI</u>	<u>TASK NUMBERS</u>
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TM 10-1670-272-23&P, Personnel Parachute, 0451.01.03
MCI-1B

Appendix B to
ENCLOSURE (5)

AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

DOES NOT APPLY TO THIS ORDER.

Appendix C to
ENCLOSURE (5)

5-C-1

REFERENCES

1. General. References are doctrinal publications, technical manuals, and other publications upon which an ITS and its performance steps are based. They should be readily available and provide the detailed procedures for accomplishing the task. This section includes a list of all reference publications associated with any task in this OccFld.

2. Format. The columns are as follows:

a. REFERENCES. This column summarizes all references associated with at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks to which the corresponding reference is associated.

<u>REFERENCES</u>	<u>TASK NUMBERS</u>		
Applicable JDS Publications	0431.02.01		
Applicable SL 3	0402.03.02		
International Maritime Dangerous Goods (IMDG) Code	0430.04.02	0431.04.02	
Local Hazardous Waste SOP	0402.01.06	0402.04.01	
North American Emergency Response Guide	0402.01.06	0430.04.02	0431.04.02
24-AA-ORD-010, Ammunition Unserviceable, Suspended and Limited Use	0402.01.03	0402.04.05	
AAR, American Association of Railroads (AAR)	0402.04.02	0430.03.03	0430.04.03
	0431.03.03	0481.01.08	0481.02.01
	0481.02.05		
ACART, Applicable Commercial Airlift Rate Tables	0402.04.02	0430.05.01	
AFR 76-11, US Government Airlift Rates	0430.05.01	0430.05.03	0431.05.01
	0431.05.03		
AFR 76-38, US Govt/Non-US Govt Airlift Rate	0430.01.03	0431.01.04	
AMC, AMC Airlift Rates	0402.04.02	0431.05.01	0431.05.03
AMC 36-1, AMC Affiliation Program Airlift Planner's Pamphlet	0430.03.01	0430.04.01	0431.01.06
	0431.03.01	0481.02.08	
APPLICABLE TM-10, MANUALS	0402.03.01	0402.03.02	

Appendix D to
ENCLOSURE (5)

REFERENCES	TASK NUMBERS		
AR 25-30, Index of Army Publications and Blank Forms	0402.03.01	0402.03.02	
AR 59-4, Joint Airdrop Inspection Records, Malfunction Investigation & Activity Reports	0451.01.06		
AR 750-32, Airdrop, Parachute Recover & Aircraft Personnel Escape Systems	0451.05.02	0451.05.03	
CAEMS USER'S MANUAL, Computer Aided Embarkation Management System	0402.04.02 0431.03.02	0402.07.04 0481.02.09	0430.01.08
CALMS USER'S MANUAL, Computer Aided Load Manifesting System	0402.04.02 0481.02.08	0402.07.04	0431.03.01
CFR 122, EPA Administered Permit	0402.01.06		
CFR 29, Labor (OSHA)	0402.01.05 0491.01.03	0430.04.02	0431.04.02
CFR 40, Hazardous Substances & Wastes	0402.01.06 0491.01.03	0402.04.02	0491.01.02
CFR 49, Hazardous Material Regulations	0402.01.06 0430.02.02 0430.04.02 0481.02.09	0402.04.02 0430.03.02 0431.03.02 0491.01.02	0402.07.04 0430.03.03 0431.04.02 0491.01.03
CICS, Handbook	0411.04.01	0411.04.02	0411.04.04
DCAM 4145.11, Storage & Handling of Hazardous Material	0402.01.06 0491.01.03	0430.04.02	0431.04.02
DOD 4160.21-M, Defense Materiel Disposition Manual	0402.01.06	0402.02.02	
DOD 4160.21-M-1, Defense Demilitarization Manual	0402.02.02		
DOD 4500.9-R, Defense Transportation Regulation	0402.01.06 0491.01.03	0430.04.02	0431.04.02
FED LOG, Federal Logistics Data on Compact Disk	0402.03.01	0402.03.02	
FM 10-400, QM Airdrop & Airdrop Equipment Support Unit	0451.02.16	0451.02.17	
FM 10-5, Series publications	0451.01.05 0451.02.06	0451.02.04 0451.02.08	0451.02.05 0451.02.15
FM 10-500-2, Rigging Airdrop Platforms	0451.01.01 0451.02.12	0451.01.05 0451.02.13	0451.02.08 0451.04.10
FM 10-500-3, Rigging Containers	0451.02.01 0451.02.10	0451.02.04	0451.02.09

Appendix D to
ENCLOSURE (5)

<u>REFERENCES</u>	<u>TASK_NUMBERS</u>		
FM 10-63-1, Graves Registration Handbook	0402.07.03		
FM 10-69, Petroleum Supply Point Equipment and Operations	0402.01.06		
FM 101-10-1, Staff Officer's Field Manual	0402.02.01	0431.06.01	0431.06.02
	0481.02.04	0491.01.03	0491.02.03
	0491.03.01		
FM 20-22, Vehicle Recovery Operations	0402.04.05		
FM 20-3, Camouflage	0402.04.06	0402.07.01	
FM 20-30, Battlefield Damage Assessment and Repair	0402.04.05		
FM 21-305, Manual Front Wheeled Vehicle Driver	0402.01.06	0402.04.05	
FM 23-65, Browning Machine gun, Caliber .50, HB M2	0402.07.01		
FM 5-36, Route Reconnaissance and Classification	0402.08.01		
FM 55-15, Transportation Reference Data	0402.04.05	0402.08.01	0430.03.03
FM 55-30, Army Motor Transport Units and Operations	0402.04.05	0402.04.06	0402.08.01
FM 57-220, Basic Parachute Techniques & Training	0451.02.11	0451.05.01	0451.05.04
	0451.05.05	0451.05.06	0451.05.07
	0451.05.08		
FM 6-20, Fire Support in Airland Battle	0402.07.01		
FM 9-207, Operations & Maintenance of Ordnance Material in Cold Weather	0402.08.01		
FM 90-5, Jungle Operations	0402.08.01		
FMFM 1-5, Maritime Prepositioning Force (MPF) OPS	0402.04.04	0402.08.02	0491.02.02
	0491.03.01		
FMFM 1-8, Ship-To-Shore Movement	0402.04.03	0402.04.04	0430.04.03
	0430.04.04	0431.04.05	0481.02.10
	0491.02.06		
FMFM 13, MAGTF Engineer Operations	0402.05.01		
FMFM 2-6, MAGTF Rear Area Security	0402.07.01		
FMFM 3-1, Command and Staff Action	0402.01.01	0402.04.02	0402.08.01
	0430.02.04	0431.01.11	0431.01.12
	0431.06.02	0481.02.02	0491.01.04
	0491.02.01	0491.02.02	0491.03.01
FMFM 4-1, Combat Service Support Operations	0402.01.01	0402.04.03	0402.04.04
	0402.05.01	0402.07.02	0402.08.01
	0430.02.05	0430.04.04	

Appendix D to
ENCLOSURE (5)

REFERENCES	TASK NUMBERS
	0431.01.11 0431.01.13 0431.04.05 0431.06.02
	0481.02.10 0491.01.03 0491.01.04 0491.02.01
	0491.02.02 0491.02.04 0491.02.05 0491.02.06
	0491.03.01
FMFM 4-3, MAGTF Landing Support OPS	0402.04.04 0430.02.05 0431.02.03 0481.01.02
	0481.01.09 0481.01.11 0481.02.01 0481.02.03
	0491.03.01
FMFM 4-50, Health Service Support	0402.06.01 0491.02.05
FMFM 4-6, Movement of Units in Air Force	0402.04.01 0402.04.02 0402.04.04 0402.07.04
Aircraft	0430.01.07 0430.02.02 0430.02.03 0430.02.05
	0430.03.01 0430.04.01 0430.04.03 0431.01.06
	0431.01.07 0431.02.02 0431.03.01 0431.04.01
	0431.04.03 0431.04.04 0481.01.03 0481.01.11
	0481.02.01 0481.02.06 0481.02.08
FMFM 4-9, Motor Transport	0402.04.05 0402.04.06 0402.07.01
	0402.08.01
FMFM 7-27, Desert Operations	0402.08.01
FMFM 8-1, Special Operations	0402.08.01 0491.02.02
FMFRP 4-15, Commanders Guide to Maintenance	0402.03.01 0402.03.02
FMFRP 4-34, Battlefield Damage Assessment and Repair	0402.04.05
FMFRP 5-31 VOL 1, Hel Ext Air Trans Basic OPS & EQ	0402.04.04 0481.01.04 0481.01.05
	0481.01.06 0481.01.07 0481.02.01
FMFRP 5-31 VOL 2, Hel Ext Air Trans SNGLE PT RIG PR	0402.04.04 0481.01.04
FMFRP 5-31 VOL 3, Hel Ext Air Tran Dual Pt RIG PR	0402.04.04 0481.01.04
IL, Identification List	0402.03.01 0402.03.02
IRAPS INTERIM, Manual	0451.02.03
JCS PUB 6, DFCCC & CC4 Systems	0411.04.02
JOINT PUB 3-02, Joint Doctrine for Amphibious Operations	0402.04.01 0402.04.04 0431.02.02
	0491.03.01
JOINT PUB 3-02.1, Landing Force Operations	0402.04.03 0402.04.04 0430.04.03
	0430.04.04 0431.04.05 0481.02.10
	0491.02.06 0491.03.01

Appendix D to
ENCLOSURE (5)

REFERENCES	TASK NUMBERS		
JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation	0402.04.01	0402.04.02	0402.04.03
	0402.04.04	0402.07.04	0430.01.06
	0430.01.07	0430.02.02	0430.02.03
	0430.02.04	0430.02.05	0430.02.06
	0430.03.02	0430.04.01	0430.04.03
	0430.04.04	0431.01.07	0431.01.10
	0431.02.02	0431.03.02	0431.04.01
	0431.04.03	0431.04.04	0431.04.05
	0431.06.02	0481.02.06	0481.02.09
	0481.02.10	0491.02.06	0491.03.01
LO/LI, Applicable Lubrication Order or Instruction	0402.03.01	0402.03.02	
LOG AIS UM, LOGISTICS AUTOMATED INFORMATION SYSTEM USERS MANUAL	0430.01.08	0430.02.02	0430.02.03
	0430.02.04	0430.03.01	0430.03.02
	0491.03.01		
MAGTF II UM, MAGTF II Users Manual	0402.04.02	0402.07.04	0491.03.01
MCBUL 3000, Table of MARES Logistics Reportable Equipment Series	0402.01.02	0402.01.10	0411.01.01
	0411.03.01		
MCBUL 4440, Hazardous Consolidation Program	0402.01.06		
MCO 10330.2, Storage/Handling of Compressed Gases	0402.01.06		
MCO 11240.66, Standard Licensing Procedures to Operate Military Motor Vehicles	0402.01.08		
MCO 13480.1, JT Airdrop Insp Rec Malfunction	0451.01.05		
MCO 1550.3, MCI Correspondence Courses	0402.01.01		
MCO 3000.11, MARES/LM2 Reporting System	0402.01.10	0402.02.03	0402.04.03
	0411.03.02	0411.04.02	0411.04.04
	0491.02.06		
MCO 3501.10, MCCRES Vol IX	0491.02.02		
MCO 3501.7, MCCRES Vol VI	0481.02.01	0491.02.02	
MCO 4400.16, Uniform Material Movement and Issue Priority System	0402.01.10	0402.02.02	0411.01.01
MCO 4400.172, Table of Equipment (T/E) Allowance Change Procedures	0402.02.03	0491.02.03	
MCO 4450.13, Joint Reg for Safeguarding Sensitive Inventory Items, Controlled Substances and Pilferable Items of Supply	0402.02.02		

Appendix D to
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<u>REFERENCES</u>	<u>TASK NUMBERS</u>			
MCO 4500.11, Disposition/Utilization of Excess Personal Property	0402.02.02			
MCO 4610.35, USMC Equipment Characteristics File	0402.04.02	0402.04.04	0430.01.01	
	0430.01.02	0430.01.05	0430.03.01	
	0430.03.02	0430.03.03	0430.05.01	
	0431.01.02	0431.01.03	0431.01.06	
	0431.01.09	0431.03.01	0431.03.02	
	0431.03.03	0431.05.01	0481.02.05	
	0481.02.08	0481.02.09	0491.03.01	
MCO 4630.6, Military Airlift Command Requirement	0402.04.01	0430.01.01	0430.01.02	
	0430.02.01	0431.01.02	0431.01.03	
	0431.01.04	0431.07.01		
MCO 4710.8, Uniform Criteria for Repair Cost Estimated Used to Determine Economical Repairs	0402.02.02			
MCO 4731.1, Oil Analysis Program for Ground Equipment	0402.01.10	0402.03.01		
MCO 4733.1, USMC TMDE CAMP	0402.01.10	0402.03.04	0411.01.04	
MCO 4790.18, CPAC Program	0402.03.01			
MCO 4855.10, Quality Deficiency Report	0402.01.10	0402.03.01	0402.03.02	
	0411.01.06			
MCO 5100.19, Traffic Safety Program	0402.01.05	0402.01.08		
MCO 5100.8, Marine Corps Ground Occupational Safety and Health Program	0402.01.03	0402.01.05	0402.01.06	
	0402.01.10	0402.03.01	0491.01.02	
MCO 5110.1, MP Motor Vehicle Traffic Supervisor	0402.01.08			
MCO 5210.11, Records Management Program	0431.01.01	0431.01.13	0481.01.12	
MCO 5311.1, Changes to the Table of Organization and Equipment	0402.02.03			
MCO 5500.6, Arming of Security and Law Enforcement Personnel and The Use of Force	0402.02.01	0431.06.01	0481.02.04	
MCO 7510.5, USMC Fraud, Waste & Abuse Oversight Awareness	0402.01.07			
MCO 8010.1, CLASS V(W) SUP FMF CBT OP	0402.01.03	0402.08.01	0431.06.01	
	0491.01.05	0491.02.01	0491.03.01	
MCO 8020.10, Ammunition and explosives safety policies, programs, requirements, and procedures for class V materiel	0402.01.03			
Appendix D to ENCLOSURE (5)				

<u>REFERENCES</u>	<u>TASK NUMBERS</u>		
MCO 8025.1, Class V(W) Malfunction & Deficiency Reporting	0402.08.01	0491.02.01	
MCO P10110.14, Food Service SOP	0402.01.04 0481.02.04	0402.02.01	0431.06.01
MCO P11000.7, Facilities Maintenance Management	0402.05.02		
MCO P11262.2, Inspection Load Testing of USMC Lifting Equipment	0402.01.10		
MCO P1200.7, MOS Manual	0402.01.01	0491.01.04	
MCO P3000.13, Marine Corps Status of Resources and Training System (SORTS) Standing Operating Procedures	0402.01.01 0402.01.10	0402.01.02	0402.01.03
MCO P3000.18, Marine Corps Planner's Manual	0402.04.03 0481.02.05	0402.07.04	0402.08.01
MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment	0402.01.06 0402.07.04 0430.02.02 0430.04.02 0431.04.01 0481.02.05	0402.04.02 0430.01.01 0430.03.01 0431.01.03 0431.04.02 0481.02.06	0402.04.04 0430.01.02 0430.04.01 0431.03.01 0451.02.15 0481.02.08
MCO P4400.150, Consumer Level Policy Manual	0402.01.07 0402.02.03	0402.01.10	0402.02.02
	0402.03.01 0411.01.05 0491.02.06	0402.03.02 0411.02.01	0402.04.03 0491.02.03
MCO P4400.39, War Reserve Material Policy Manual	0402.01.01		
MCO P4400.82, MIMMS Controlled Item Management Manual	0402.01.02	0402.01.07	0402.03.01
MCO P4450.12, Storage and Handling of Hazardous Material	0402.04.01		
MCO P4600.14, Transportation Fac Guide Vol 4	0430.01.03 0431.04.02	0430.04.02	0431.01.04
MCO P4600.7, USMC Transportation Manual	0402.04.01 0430.04.02 0431.07.01 0491.03.01	0430.01.03 0431.01.04 0481.01.08	0430.02.01 0431.04.02 0481.02.01
MCO P4790.1, MIMMS Introduction Manual	0402.01.10	0402.03.01	0402.03.02
MCO P4790.2, MIMMS Field Procedures Manual	0402.01.02 0402.02.02 0402.03.02 0402.04.03 0411.01.01 0411.01.04 0411.01.07	0402.01.09 0402.02.03 0402.03.03 0402.04.06 0411.01.02 0411.01.05 0411.01.08	0402.01.10 0402.03.01 0402.03.04 0402.08.01 0411.01.03 0411.01.06 0411.01.09

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REFERENCES	TASK NUMBERS		
	0411.02.01	0411.02.02	0411.02.03
	0411.02.04	0411.02.05	0411.03.02
	0411.04.01	0430.01.04	0431.01.08
	0431.01.13	0491.01.01	0491.01.04
	0491.02.01	0491.02.03	0491.02.06
MCO P4790.3, MIMMS Depot Policy Manual	0402.03.01		
MCO P5090.2, Environment and Protection Manual	0402.01.05	0402.01.06	0402.03.01
	0402.04.01	0402.04.02	0402.04.04
MCO P5215.1, USMC Directives System	0402.01.01	0402.01.09	0411.01.08
	0411.01.09		
MCO P5215.17, The USMC Technical Publications System	0402.01.09	0402.03.01	0402.03.02
	0411.01.08	0411.01.09	0431.01.13
MCO P5231.1, LCM AIS Projects	0402.04.03	0411.04.01	0411.04.02
	0411.04.03	0411.04.04	0491.02.06
MCO P5600.31, Marine Corps Publications & Printing	0402.01.09	0402.04.03	0430.01.04
	0431.01.08	0431.01.13	0491.02.06
MCO P7100.8, Field Budget Guidance Manual	0402.01.07	0430.05.02	0430.05.03
	0431.05.02	0431.05.03	
MCO P8011.4, USMC T/A Class V (W) Material (Peacetime)	0402.01.03	0402.02.01	0402.08.01
	0431.06.01	0431.06.02	0481.02.04
	0491.01.05	0491.02.01	0491.03.01
MDSS II, User's Manual	0402.07.04	0431.01.05	0431.03.02
	0481.01.13	0481.02.07	0481.02.09
MEU (SOC), Training Handbook	0402.08.01	0491.02.02	
MHIF, Master Header Information File	0402.03.01	0402.03.02	
MI, Applicable Equipment Modification Instruction	0402.03.03		
MSDS, Material Safety Data Sheets	0402.01.06	0402.03.01	0402.04.01
MTMCTEA, PAMPHLET 56-1	0431.02.03	0481.01.09	0481.02.01
	0481.02.03		
NAVMATINST 8300.1, Serial Accounting in Level A Packing	0402.01.02		
NAVMC 2761, Publications Stocked by Marine Corps	0402.01.01	0402.01.09	0402.01.10
	0430.01.04	0431.01.08	
NAVMC 1017, Table of Authorized Material	0402.02.01	0431.06.01	0481.02.04
NAVMC 2692, Unit Safety Program Management Manual	0402.01.05	0402.03.01	
Appendix D to ENCLOSURE (5)			

<u>REFERENCES</u>	<u>TASK NUMBERS</u>			
NAVMC 2771, Marine Corps Formal School Catalog	0402.01.01	0491.01.04		
NAVSEA OP 2165 VOL 1, Navy Transportation Safety Handbook	0402.01.03	0402.01.06	0402.01.08	
NAVSEA OP 2165 VOL 2, Navy Transportation Safety Handbook	0402.01.03	0402.01.08		
NAVSEA OP 2239, Drivers Handbook for Hazardous Material	0402.01.03 0402.04.05	0402.01.06	0402.01.08	
NAVSEA OP 4, Ammunition Afloat	0431.03.02			
NAVSEA OP 5 VOL 1, Ammunition & Explosives Ashore Safety Regulation (ESQD Information)	0402.01.03			
NAVSEA OP 5 VOL 2, Ammunition & Explosives Ashore Safety Regulation (Storage Data, and Information for Class/Division)	0402.01.03			
NECM, Natural Error Codes Manual	0411.04.02			
NTG, Natural Programming Guide	0411.04.02			
NWP 22-10, MPF Operations	0402.04.04	0402.08.02		
NWP 22-3, Ship To Shore Movement	0430.04.04			
NWP 22-5, The Naval Beach Group	0402.04.03 0431.04.05	0430.04.03 0481.02.10	0430.04.04 0491.02.06	
OPNAVINST 5530.13, Physical Security	0402.01.02	0402.08.01	0491.02.01	
OPNAVINST 5530.14, Physical Security	0402.01.02			
OPNAVINST 5530.15, Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives	0491.01.01			
OWNER'S MANUALS, Applicable sewing machine owners manuals	0451.04.09			
PC-POP III, Performance Oriented Packaging (POP) Personal Computer Program III	0402.01.06 0491.01.03	0430.04.02	0431.04.02	
REGULATIONS, Local, Federal and State	0491.01.03			

Appendix D to
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REFERENCES	TASK NUMBERS		
SECNAVINST 5210.11, Standard Subject Identification Codes	0402.01.01	0431.01.01	0481.01.12
SECNAVINST 5216.5, Naval Correspondence Manual	0402.01.01		
SECNAVINST 5500.4, MLSR Reporting	0402.01.02	0402.01.03	0402.02.02
SECNAVINST P5212.5, Disposal Navy/Marine Corps Records	0431.01.01	0431.01.13	0481.01.12
SI 5600 SERIES, Cancellations, Marine Corps Technical Publications	0402.01.09		
SL 1-1, Introduction to Marine Corps Stocklist & Publications Stocklist	0402.01.02	0402.01.09	
SL 1-3, Index of Authorized Publications in Stock	0402.01.09		
SL-1-2, Index of Authorized Publication for Equipment Support	0402.01.02 0402.03.02 0411.01.09	0402.01.09 0411.01.07	0402.03.01 0411.01.08
SL-1-3, Index of Authorized Publication for Equipment Support	0402.03.01 0411.01.09	0402.03.02	0411.01.08
SL-3, MCSL Component listing	0402.03.01 0481.01.02	0411.01.05 0481.01.10	0481.01.01
SL-4, Repair, Maintenance, and Management Lists	0402.03.01	0402.03.02	
SL-6, MCSL Applications List	0402.03.01	0402.03.02	0402.03.03
SOP, Local Standing Operating Procedures	0402.08.02 0430.02.05	0430.01.06 0431.05.02	0430.01.07
STP 10-43E 14-SM-TG, Parachute Rigger MOS 43E Series 1-4	0451.01.02		
TAM, Table of Authorized Materials	0402.03.02		
TC-AIMS USER MANUAL, Transportation Coordinator's Automated Information for Movements System	0402.07.04	0431.07.01	
TI 4710-14/1, Replacement and Evacuation Criteria	0402.01.10	0402.03.01	
TI 4731-14/1, Marine Corps Participation in the Joint Oil Analysis Program	0402.01.10	0402.03.01	
TI 4733 SERIES, Calibration and TMDE Requirements and Programs	0402.01.02		

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REFERENCES	TASK NUMBERS			
TI 4733-15, Calibration Requirements Test, Measurement and Diagnostic Equipment (TMDE)	0402.03.04	0411.01.04		
TI-5600, Publication Information Marine Corps Equipment	0402.04.03	0430.01.04	0431.01.08	0491.02.06
TM, Equipment Technical Manual	0402.03.01 0402.04.02	0402.03.02 0402.04.05	0402.04.01	
TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment	0451.01.01 0451.01.04 0451.02.03 0451.03.02 0451.04.04 0451.04.09	0451.01.02 0451.01.06 0451.02.17 0451.04.02 0451.04.05 0451.04.10	0451.01.03 0451.02.02 0451.03.01 0451.04.03 0451.04.06	
TM 10-1670-240-20/TO, Miscellaneous Airdrop Canvas Webbing Metal and Wood Items	0451.04.04	0451.04.10		
TM 10-1670-268-20&P, Type V Airdrop Platform	0451.01.01 0451.04.08	0451.02.14	0451.04.07	
TM 10-1670-272-23&P, Personnel Parachute, MCI-1B	0451.01.02			
TM 10-1670-275-23&P, 12-foot High Velocity Cargo Parachute	0451.02.04			
TM 10-1670-276-23&P, 26-foot High Velocity Cargo Parachute	0451.02.04			
TM 10-1670-281-23 P, 64-foot Diameter G-12 D/E Cargo Parachute	0451.01.01	0451.01.04	0451.02.01	
TM 10-1670-282-23&P, 34 foot G-14 Cargo Parachute	0451.02.06			
TM 10-1670-286-20, Sling/Extraction Line Panel	0451.02.07			
TM 10-1670-287-23&P, Ram Air Parachute, MC 4	0451.02.03			
TM 10-1670-292-23&P, Personnel Parachute, MC1-1C	0451.02.02	0451.04.01	0451.04.03	
TM 10209-10/1, Use and Care of Hand Tools & Measuring Tools	0402.01.05	0402.03.01		

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REFERENCES	TASK NUMBERS		
TM 11-5855-238-10, AN/PVS 5, 5A, 5B, and 5C	0402.04.05		
TM 11-5855-262-10-2, AN/PVS 7	0402.04.05		
TM 11240-14/2, Logistic Consideration for Motor Transport Convoy Operations in a Guerilla Environment	0402.04.05 0402.08.01	0402.04.06	0402.07.01
TM 11240-15/3, Motor Transport Technical Characteristics	0402.01.08	0402.04.01	
TM 11275-15/3, Technical Characteristics of USMC Engineer Equipment	0402.04.01		
TM 3-250, Storage, Shipment, Disposal of Chemical Agents & Hazardous Chemicals	0402.01.06		
TM 3080-12, Corrosion Control for Marine Corps Ground Equipment	0402.03.01		
TM 4700-15-1/F, Marine Corps Equipment Forms and Records	0402.01.10 0402.04.03 0491.01.04	0402.03.01 0431.01.13 0491.02.06	0402.03.03 0491.01.01
TM 4700-15-1/H, Marine Corps Equipment Forms and Records	0402.01.02 0411.01.01 0411.01.04 0411.01.07 0411.03.02	0402.03.02 0411.01.02 0411.01.05 0411.02.01 0411.04.01	0402.03.04 0411.01.03 0411.01.06 0411.03.01 0411.04.03
TM 4750-15/2, Painting and Registration Marking for Marine Corps Combat and Tactical Equipment	0402.04.06	0430.01.08	
TM 5-1080-200-1, Light Weight Camouflage Screen	0402.04.06	0402.07.01	
TM 55-200-001-12, Army TM	0481.01.08	0481.02.01	
TM 55-2200-001-12, Application of Blocking, Bracing, and Tie Down Material	0431.03.03		
TM 9-2300-422-23&P, Army Oil Analysis Sampling Values Army Oil Analysis Program Nonaeronautical Equipment	0402.03.01		
TM 9-2320-260-12, 5 Ton 6X6 M809 Truck Diesel	0402.07.01		
TM 9-6140-200-14, Lead Acid Batteries 4HN, 2H, 6TN	0402.01.06		
UM 4400-124, FMF SASSY Using Unit Procedures	0402.01.03 0402.01.10 0402.02.03	0402.01.07 0402.02.01 0402.04.03	0402.01.09 0402.02.02 0402.08.01

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ENCLOSURE (5)

REFERENCES	TASK NUMBERS		
	0411.01.02	0411.02.02	0411.02.05
	0411.03.01	0411.03.02	0411.04.01
	0481.02.04	0491.01.01	0491.01.05
	0491.02.01	0491.02.06	
UM 4400-15, Organic Property Control	0402.01.07	0402.02.02	0402.08.01
	0411.01.05	0491.02.01	
UM 4790-5, MIMMS AIS, Field Maintenance Procedures	0402.01.10	0402.04.03	0411.01.01
	0411.01.02	0411.01.03	0411.03.01
	0411.03.02	0411.03.03	0411.04.01
	0411.04.02	0411.04.03	0411.04.04
US ARMY, Supply Catalog	0411.01.05		
VOM, Vehicle Operator's Manual	0402.04.05		

Appendix D to
ENCLOSURE (5)

INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure contains all of the ITSs for this OccFld, grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).
2. Format. For each ITS, the following elements of information are provided:
 - a. TASK. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or job. It is a clearly stated, performance-oriented action requiring a learned skill.
 - b. CONDITION(S). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.
 - c. STANDARD(S). This portion of the ITS describes the level of proficiency to which the individual must perform the task.
 - d. PERFORMANCE STEPS. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.
 - e. REFERENCES. References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.
 - f. ADMINISTRATIVE INSTRUCTIONS (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.
 - g. INITIAL TRAINING SETTING. All ITSs are assigned an Initial Training Setting that includes a specific location for initial instruction (Formal School or MOJT), level of training required at that location (Standard or Preliminary), a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" rank (the lowest rank at which task proficiency is required).
 - h. TRAINING MATERIEL (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials (except ammunition and Marine Corps Institute (MCI) publications) required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(*).
 - i. AMMUNITION (Optional). This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.
 - j. CURRENT MCI(S) (Optional). This section includes a list of any currently available MCI publications designed to provide training related to this task.

ENCLOSURE (6)

MOS 0402, LOGISTICS OFFICER

DUTY AREA 01 - GENERAL DUTIES

TASK: 0402.01.01 PERFORM THE DUTIES OF A LOGISTICS OFFICER

CONDITION(S): Given the required duties of a logistics officer, commander's guidance, and the references.

STANDARD(S): To demonstrate the knowledge required to perform the duties of a logistics officer, per the references.

PERFORMANCE STEPS:

1. Organize the logistics section.
2. Determine directive and publication requirements.
3. Establish internal control procedures for maintaining administrative files and records.
4. Review logistics related reports.
5. Prepare staff correspondence pertaining to logistics.
6. Prepare standing operating procedures.
7. Prepare external support requests.
8. Prepare briefing materials on logistics matters.
9. Implement corrective action of discrepancies noted during administrative inspections.
10. Provide oversight for the Logistics' functional areas of Motor Transport, Supply, Equipment Maintenance, Arms, Ammunition and Explosives (AA&E), and Messing.
11. Ensure Combat Service Support MOS proficiency related training is scheduled and conducted.
12. Conduct inspections.
13. Ensure correct use of operational forms and records.
14. Ensure dispatching procedures are correct.

REFERENCE(S):

1. FMFM 3-1, Command and Staff Action
2. FMFM 4-1, Combat Service Support Operations
3. MCO 1550.3, MCI Correspondence Courses

Appendix A to
ENCLOSURE (6)

4. MCO P1200.7, MOS Manual
5. MCO P3000.13, Marine Corps Status of Resources and Training System (SORTS) Standing Operating Procedures
6. MCO P4400.39, War Reserve Material Policy Manual
7. MCO P5215.1, USMC Directives System
8. NAVMC 2761, Publications Stocked by Marine Corps
9. NAVMC 2771, Marine Corps Formal School Catalog
10. SECNAVINST 5210.11, Standard Subject Identification Codes
11. SECNAVINST 5216.5, Naval Correspondence Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.01.02 SUPERVISE A UNIT ARMORY

CONDITION(S): Given the billet of unit armory responsible officer, T/O&E, and the references.

STANDARD(S): To ensure all armory operating procedures/practices adhere to the references.

PERFORMANCE STEPS:

1. Verify unit allowance, requisition and storage requirements.
2. Supervise proper weapons handling, accounting and security procedures.
3. Verify weapon maintenance is performed.
4. Ensure training is conducted for all armory personnel.

REFERENCE(S):

1. MCBUL 3000, Table of MARES Logistics Reportable Equipment Series
2. MCO P3000.13, Marine Corps Status of Resources and Training System (SORTS) Standing Operating Procedures
3. MCO P4400.82, MIMMS Controlled Item Management Manual
4. MCO P4790.2, MIMMS Field Procedures Manual
5. NAVMATINST 8300.1, Serial Accounting in Level A Packing
6. OPNAVINST 5530.13, Physical Security
7. OPNAVINST 5530.14, Physical Security

Appendix A to
ENCLOSURE (6)

8. SECNAVINST 5500.4, MLSR Reporting
9. SL 1-1, Introduction to Marine Corps Stocklist & Publications Stocklist
10. SL-1-2, Index of Authorized Publication for Equipment Support
11. TI 4733 SERIES, Calibration and TMDE Requirements and Programs
12. TM 4700-15-1/H, Marine Corps Equipment Forms and Records

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.01.03 SUPERVISE A UNIT AMMUNITION ACCOUNT

CONDITION(S): Given commander's guidance, unit T/O&E, and the references.

STANDARD(S): To ensure requirements are accurately calculated and maintained to support mission requirements.

PERFORMANCE STEPS:

1. Review unit T/O&E.
2. Obtain class V (W) combat training requirements.
3. Formulate a specific unit ammunition account in conjunction with the unit operations officer.
4. Monitor expenditures associated with the unit ammunition account in conjunction with the unit operations officer.
5. Identify the requirements for transportation of ammunition.
6. Identify the requirements for field storage of ammunition.
7. Identify the handling procedures for ammunition.
8. Submit malfunction and defect reports.
9. Ensure ammunition accountability procedures are adhered to.

REFERENCE(S):

1. 24-AA-ORD-010, Ammunition Unserviceable, Suspended and Limited Use
2. MCO 5100.8, Marine Corps Ground Occupational Safety and Health Program
3. MCO 8010.1, CLASS V(W) SUP FMF CBT OP
4. MCO 8020.10, Ammunition and explosives safety policies, programs, requirements, and procedures for class V materiel

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5. MCO P3000.13, Marine Corps Status of Resources and Training System (SORTS) Standing Operating Procedures
6. MCO P8011.4, USMC T/A Class V (W) Material (Peacetime)
7. NAVSEA OP 2165 VOL 1, Navy Transportation Safety Handbook
8. NAVSEA OP 2165 VOL 2, Navy Transportation Safety Handbook
9. NAVSEA OP 2239, Drivers Handbook for Hazardous Material
10. NAVSEA OP 5 VOL 1, Ammunition & Explosives Ashore Safety Regulation (ESQD Information)
11. NAVSEA OP 5 VOL 2, Ammunition & Explosives Ashore Safety Regulation (Storage Data, and Information for Class/Division)
12. SECNAVINST 5500.4, MLSR Reporting
13. UM 4400-124, FMF SASSY Using Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.01.04 SUPERVISE UNIT SUBSISTENCE

CONDITION(S): Given a requirement to supervise the operation of a dining facility/field mess and the reference.

STANDARD(S): To ensure supportability of the unit's assigned mission.

PERFORMANCE STEPS:

1. Supervise the operation of a dining facility.
2. Supervise the operation of a field mess.

REFERENCE(S):

1. MCO P10110.14, Food Service SOP

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (2ndLt)

TASK: 0402.01.05 MAINTAIN A GROUND SAFETY PROGRAM

CONDITION(S): Given the requirement to maintain a unit ground safety program and the references.

STANDARD(S): To ensure procedures are implemented to minimize mishaps.

PERFORMANCE STEPS:

1. Identify requirements for safety related programs.

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ENCLOSURE (6)

2. Develop a ground safety plan.
3. Identify potential hazards.
4. Identify techniques employed to prevent mishaps.
5. Identify responsibilities of the safety manager to prevent mishaps.
6. Direct safety training of personnel to prevent mishaps.
7. Identify the requirements to report and record mishaps.
8. Monitor safety procedures at the commodity level.

REFERENCE(S):

1. CFR 29, Labor (OSHA)
2. MCO 5100.19, Traffic Safety Program
3. MCO 5100.8, Marine Corps Ground Occupational Safety and Health Program
4. MCO P5090.2, Environment and Protection Manual
5. NAVMC 2692, Unit Safety Program Management Manual
6. TM 10209-10/1, Use and Care of Hand Tools & Measuring Tools

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.01.06 SUPERVISE A HAZARDOUS MATERIAL/WASTE (HAZMAT) DISPOSAL PROGRAM

CONDITION(S): Given the requirement to maintain a hazardous materials/waste (HAZMAT) disposal program and the references.

STANDARD(S): To ensure HAZMAT/waste are properly collected, stored, and disposed.

PERFORMANCE STEPS:

1. Identify hazmat/waste.
2. Identify safety precautions used when handling hazmat/waste.
3. Maintain material safety data sheets.
4. Identify collection procedures.
5. Identify storage requirements.
6. Identify disposal requirements.
7. Direct disposal of hazmat/waste.
8. Identify training requirements for personnel handling hazmat/waste.

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ENCLOSURE (6)

9. Conduct environmental compliance planning for unit field operations.

REFERENCE(S):

1. Local Hazardous Waste SOP
2. North American Emergency Response Guide
3. CFR 122, EPA Administered Permit
4. CFR 40, Hazardous Substances & Wastes
5. CFR 49, Hazardous Material Regulations
6. DCAM 4145.11, Storage & Handling of Hazardous Material
7. DOD 4160.21-M, Defense Materiel Disposition Manual
8. DOD 4500.9-R, Defense Transportation Regulation
9. FM 10-69, Petroleum Supply Point Equipment and Operations
10. FM 21-305, Manual Front Wheeled Vehicle Driver
11. MCBUL 4440, Hazardous Consolidation Program
12. MCO 10330.2, Storage/Handling of Compressed Gases
13. MCO 5100.8, Marine Corps Ground Occupational Safety and Health Program
14. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment
15. MCO P5090.2, Environment and Protection Manual
16. MSDS, Material Safety Data Sheets
17. NAVSEA OP 2165 VOL 1, Navy Transportation Safety Handbook
18. NAVSEA OP 2239, Drivers Handbook for Hazardous Material
19. PC-POP III, Performance Oriented Packaging (POP) Personal Computer Program III
20. TM 3-250, Storage, Shipment, Disposal of Chemical Agents & Hazardous Chemicals
21. TM 9-6140-200-14, Lead Acid Batteries 4HN, 2H, 6TN

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.01.07 MANAGE A UNIT'S FISCAL MATTERS

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ENCLOSURE (6)

CONDITION(S): Given commander's guidance, comptroller's input, required fiscal reports, documents, and the references.

STANDARD(S): To ensure the budget is managed in an organized, timely, logical and accountable manner per the references.

PERFORMANCE STEPS:

1. Supervise the preparation of the annual budget.
2. Supervise the execution of the budget/spending plan.
3. Supervise the preparation of the midyear review.

REFERENCE(S):

1. MCO 7510.5, USMC Fraud, Waste & Abuse Oversight Awareness
2. MCO P4400.150, Consumer Level Policy Manual
3. MCO P4400.82, MIMMS Controlled Item Management Manual
4. MCO P7100.8, Field Budget Guidance Manual
5. UM 4400-124, FMF SASSY Using Unit Procedures
6. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.01.08 ADMINISTER A MOTOR TRANSPORT LICENSING PROGRAM

CONDITION(S): Given the requirement to administer a Motor Transport Licensing Program and the references.

STANDARD(S): To support the unit driver licensing requirements.

PERFORMANCE STEPS:

1. Audit applications for a government vehicle operator's permit (NAVMC 10964).
2. Audit government motor vehicle operator's ID card (OF 346).
3. Audit Physical Fitness Inquiry for Motor Vehicle Operators (SF 345).
4. Audit request for search for national driver register.
5. Determine vehicle licensing prerequisites.
6. Establish an applicant driver history file.
7. Coordinate testing of applicant with unit licensing section.
8. Determine unit driver requirements.

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ENCLOSURE (6)

9. Implement incidental driver training to support unit's requirements.

REFERENCE(S):

1. MCO 11240.66, Standard Licensing Procedures to Operate Military Motor Vehicles
2. MCO 5100.19, Traffic Safety Program
3. MCO 5110.1, MP Motor Vehicle Traffic Supervisor
4. NAVSEA OP 2165 VOL 1, Navy Transportation Safety Handbook
5. NAVSEA OP 2165 VOL 2, Navy Transportation Safety Handbook
6. NAVSEA OP 2239, Drivers Handbook for Hazardous Material
7. TM 11240-15/3, Motor Transport Technical Characteristics

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.01.09 MONITOR PUBLICATION CONTROL SYSTEM

CONDITION(S): Given applicable references, unit equipment and publications requirements, the appropriate forms, T/O&E, and support equipment.

STANDARD(S): To ensure that unit publication requirements are properly maintained.

PERFORMANCE STEPS:

1. Identify publication requirements using the unit T/O&E and SL 1-2.
2. Direct the ordering of required publications.
3. Audit the library publication control documents.
4. Conduct publication library inspections.

REFERENCE(S):

1. MCO P4790.2, MIMMS Field Procedures Manual
2. MCO P5215.1, USMC Directives System
3. MCO P5215.17, The USMC Technical Publications System
4. MCO P5600.31, Marine Corps Publications & Printing
5. NAVMC 2761, Publications Stocked by Marine Corps
6. SI 5600 SERIES, Cancellations, Marine Corps Technical Publications
7. SL 1-1, Introduction to Marine Corps Stocklist & Publications Stocklist
8. SL 1-3, Index of Authorized Publications in Stock

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ENCLOSURE (6)

9. SL-1-2, Index of Authorized Publication for Equipment Support

10. UM 4400-124, FMF SASSY Using Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By
(2ndLt)

TASK: 0402.01.10 PERFORM MAINTENANCE MANAGEMENT RELATED FUNCTIONS

CONDITION(S): Given the requirement to perform ground equipment maintenance and the references.

STANDARD(S): To ensure a high state of equipment readiness per the references.

PERFORMANCE STEPS:

1. Identify input transactions descriptions for maintenance management automated systems.
2. Identify unit force/activity designator.
3. Identify unit urgency of need designator.
4. Analyze the maintenance management automated systems input transactions.
5. Identify uses of maintenance management automated systems output reports.
6. Analyze the maintenance management automated systems output reports.
7. Establish equipment repair order and equipment flow procedures.
8. Conduct maintenance management automated systems validation/reconciliation.
9. Evaluate unit equipment readiness.
10. Monitor unit actions pertaining to supply codes on outstanding requisitions.
11. Analyze error messages on Master Equipment File transactions.
12. Update transaction files.
13. Monitor layette procedures.

REFERENCE(S):

1. MCBUL 3000, Table of MARES Logistics Reportable Equipment Series
2. MCO 3000.11, MARES/LM2 Reporting System
3. MCO 4400.16, Uniform Material Movement and Issue Priority System
4. MCO 4731.1, Oil Analysis Program for Ground Equipment

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ENCLOSURE (6)

5. MCO 4733.1, USMC TMDE CAMP
6. MCO 4855.10, Quality Deficiency Report
7. MCO 5100.8, Marine Corps Ground Occupational Safety and Health Program
8. MCO P11262.2, Inspection Load Testing of USMC Lifting Equipment
9. MCO P3000.13, Marine Corps Status of Resources and Training System (SORTS) Standing Operating Procedures
10. MCO P4400.150, Consumer Level Policy Manual
11. MCO P4790.1, MIMMS Introduction Manual
12. MCO P4790.2, MIMMS Field Procedures Manual
13. NAVMC 2761, Publications Stocked by Marine Corps
14. TI 4710-14/1, Replacement and Evacuation Criteria
15. TI 4731-14/1, Marine Corps Participation in the Joint Oil Analysis Program
16. TM 4700-15-1/F, Marine Corps Equipment Forms and Records
17. UM 4400-124, FMF SASSY Using Unit Procedures
18. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By
(2ndLt)

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ENCLOSURE (6)

DUTY AREA 02 - SUPPLY

TASK: 0402.02.01 DETERMINE A UNIT'S OPERATIONAL SUPPLY REQUIREMENTS

CONDITION(S): Given an operation of specified duration, commander's guidance, T/O&E, computed requirements, and the references.

STANDARD(S): To ensure the requisite supplies are calculated to support the operational requirements.

PERFORMANCE STEPS:

1. Review the operation plan or applicable documents for operational support data.
2. Identify class I and water requirements.
3. Identify class II requirements.
4. Identify class III requirements.
5. Identify class IV requirements.
6. Identify class V (W) combat requirements.
7. Identify class VI requirements.
8. Identify class VII requirements.
9. Identify class VIII requirements.

REFERENCE(S):

1. FM 101-10-1, Staff Officer's Field Manual
2. MCO 5500.6, Arming of Security and Law Enforcement Personnel and The Use of Force
3. MCO P10110.14, Food Service SOP
4. MCO P8011.4, USMC T/A Class V (W) Material (Peacetime)
5. NAVMC 1017, Table of Authorized Material
6. UM 4400-124, FMF SASSY Using Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.02.02 COORDINATE SUPPLY SUPPORT RELATED FUNCTIONS

CONDITION(S): Given the support requirement, a unit T/O&E, Equipment Density List (EDL), Sassy Management Unit (SMU) provided generation package database (GENPAK) and the references.

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STANDARD(S): To ensure supply support maintenance requirements are met per the references.

PERFORMANCE STEPS:

1. Determine class IX requirements.
2. Validate the generation package (GENPAK) database.
3. Validate the contents of a class IX block for deficiencies.
4. Submit recommended changes to class IX block to SMU.

REFERENCE(S):

1. DOD 4160.21-M, Defense Materiel Disposition Manual
2. DOD 4160.21-M-1, Defense Demilitarization Manual
3. MCO 4400.16, Uniform Material Movement and Issue Priority System
4. MCO 4450.13, Joint Reg for Safeguarding Sensitive Inventory Items, Controlled Substances and Pilferable Items of Supply
5. MCO 4500.11, Disposition/Utilization of Excess Personal Property
6. MCO 4710.8, Uniform Criteria for Repair Cost Estimated Used to Determine Economical Repairs
7. MCO P4400.150, Consumer Level Policy Manual
8. MCO P4790.2, MIMMS Field Procedures Manual
9. SECNAVINST 5500.4, MLSR Reporting
10. UM 4400-124, FMF SASSY Using Unit Procedures
11. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.02.03 MONITOR UNIT TABLE OF ORGANIZATION AND EQUIPMENT MODIFICATION (T/O&E) PROCEDURES

CONDITION(S): Given a using unit account a T/O&E and the references.

STANDARD(S): To ensure the T/E allowances are properly maintained to support the mission.

PERFORMANCE STEPS:

1. Validate unit T/E excesses and deficiencies.
2. Supervise the adjustment of the unit table of equipment.

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REFERENCE(S):

1. MCO 3000.11, MARES/LM2 Reporting System
2. MCO 4400.172, Table of Equipment (T/E) Allowance Change Procedures
3. MCO 5311.1, Changes to the Table of Organization and Equipment
4. MCO P4400.150, Consumer Level Policy Manual
5. MCO P4790.2, MIMMS Field Procedures Manual
6. UM 4400-124, FMF SASSY Using Unit Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (2ndLt)

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DUTY AREA 03 - MAINTENANCE

TASK: 0402.03.01 SUPERVISE MAINTENANCE RELATED PROGRAMS

CONDITION(S): Given a unit's T/O&E and the references.

STANDARD(S): To ensure proper execution of maintenance programs and maintain equipment readiness per the references.

PERFORMANCE STEPS:

1. Supervise the quality control program.
2. Supervise the Replacement and Evacuation program (R&E).
3. Supervise the Recoverable Items Program (RIP).
4. Supervise the Inspect Repair Only As Necessary (IROAN) program.
5. Supervise the Repair and Return (R&R) program.
6. Supervise the Corrosion Prevention and Control Program (CPAC).
7. Supervise the Joint Oil Analysis Program (JOAP).
8. Implement a maintenance inspection program.

REFERENCE(S):

1. APPLICABLE TM-10, MANUALS
2. AR 25-30, Index of Army Publications and Blank Forms
3. FED LOG, Federal Logistics Data on Compact Disk
4. FMFRP 4-15, Commanders Guide to Maintenance
5. IL, Identification List
6. LO/LI, Applicable Lubrication Order or Instruction
7. MCO 4731.1, Oil Analysis Program for Ground Equipment
8. MCO 4790.18, CPAC Program
9. MCO 4855.10, Quality Deficiency Report
10. MCO 5100.8, Marine Corps Ground Occupational Safety and Health Program
11. MCO P4400.150, Consumer Level Policy Manual
12. MCO P4400.82, MIMMS Controlled Item Management Manual
13. MCO P4790.1, MIMMS Introduction Manual

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14. MCO P4790.2, MIMMS Field Procedures Manual
15. MCO P4790.3, MIMMS Depot Policy Manual
16. MCO P5090.2, Environment and Protection Manual
17. MCO P5215.17, The USMC Technical Publications System
18. MHIF, Master Header Information File
19. MSDS, Material Safety Data Sheets
20. NAVMC 2692, Unit Safety Program Management Manual
21. SL-1-2, Index of Authorized Publication for Equipment Support
22. SL-1-3, Index of Authorized Publication for Equipment Support
23. SL-3, MCSL Component listing
24. SL-4, Repair, Maintenance, and Management Lists
25. SL-6, MCSL Applications List
26. TI 4710-14/1, Replacement and Evacuation Criteria
27. TI 4731-14/1, Marine Corps Participation in the Joint Oil Analysis Program
28. TM, Equipment Technical Manual
29. TM 10209-10/1, Use and Care of Hand Tools & Measuring Tools
30. TM 3080-12, Corrosion Control for Marine Corps Ground Equipment
31. TM 4700-15-1/F, Marine Corps Equipment Forms and Records
32. TM 9-2300-422-23&P, Army Oil Analysis Sampling Values Army Oil Analysis Program Nonaeronautical Equipment

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.03.02 SUPERVISE EQUIPMENT MAINTENANCE

CONDITION(S): Given requirement to perform equipment maintenance and the references.

STANDARD(S): Ensure equipment readiness is maintained to support mission requirements.

PERFORMANCE STEPS:

1. Direct the processing of equipment through the maintenance cycle.
2. Ensure preventive maintenance checks and services (PMCS) requirements are met.
3. Direct the performance of PMCS.

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4. Supervise limited technical inspections (LTI) of equipment.
5. Identify maintenance tasks for a given echelon of maintenance.
6. Identify equipment maintenance resource requirements.
7. Ensure corrective maintenance (CM) requirements are met.
8. Direct the performance of (CM).
9. Monitor the use of equipment records and maintenance forms.
10. Monitor layette procedures.
11. Monitor a Pre-Expended Bin (PEB).
12. Direct the information research on maintenance repair parts.
13. Monitor tool control.
14. Monitor the quality of equipment maintenance.

REFERENCE(S):

1. Applicable SL 3
2. APPLICABLE TM-10, MANUALS
3. AR 25-30, Index of Army Publications and Blank Forms
4. FED LOG, Federal Logistics Data on Compact Disk
5. FMFRP 4-15, Commanders Guide to Maintenance
6. IL, Identification List
7. LO/LI, Applicable Lubrication Order or Instruction
8. MCO 4855.10, Quality Deficiency Report
9. MCO P4400.150, Consumer Level Policy Manual
10. MCO P4790.1, MIMMS Introduction Manual
11. MCO P4790.2, MIMMS Field Procedures Manual
12. MCO P5215.17, The USMC Technical Publications System
13. MHIF, Master Header Information File
14. SL-1-2, Index of Authorized Publication for Equipment Support
15. SL-1-3, Index of Authorized Publication for Equipment Support
16. SL-4, Repair, Maintenance, and Management Lists

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ENCLOSURE (6)

17. SL-6, MCSL Applications List
18. TAM, Table of Authorized Materials
19. TM, Equipment Technical Manual
20. TM 4700-15-1/H, Marine Corps Equipment Forms and Records

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.03.03 MANAGE MODIFICATION CONTROL PROGRAM

CONDITION(S): Given a unit's T/O&E and the references.

STANDARD(S): To ensure all required modifications are completed per the references.

PERFORMANCE STEPS:

1. Identify the methods of controlling a modifications program.
2. Identify the equipment to be placed in the modification program.
3. Identify the modification instructions applicable to the equipment.
4. Direct the application of the modification.
5. Audit the modification control records.

REFERENCE(S):

1. MCO P4790.2, MIMMS Field Procedures Manual
2. MI, Applicable Equipment Modification Instruction
3. SL-6, MCSL Applications List
4. TM 4700-15-1/F, Marine Corps Equipment Forms and Records

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.03.04 MANAGE CALIBRATION CONTROL PROGRAM

CONDITION(S): Given a unit's T/O&E and the references.

STANDARD(S): To ensure all required calibrations are properly conducted.

PERFORMANCE STEPS:

1. Identify test, measurement, and diagnostic equipment.

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MCO 1510.61C
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2. Identify systems used for control of Test, Measurement and Diagnostic Equipment (TMDE).
3. Direct the submission of equipment for calibration.
4. Audit calibration control records.

REFERENCE(S):

1. MCO 4733.1, USMC TMDE CAMP
2. MCO P4790.2, MIMMS Field Procedures Manual
3. TI 4733-15, Calibration Requirements Test, Measurement and Diagnostic Equipment (TMDE)
4. TM 4700-15-1/H, Marine Corps Equipment Forms and Records

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By
(2ndLt)

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DUTY AREA 04 - TRANSPORTATION

TASK: 0402.04.01 COORDINATE TRANSPORTATION FOR A UNIT OPERATION/DEPLOYMENT

CONDITION(S): Given the task to coordinate a unit's transportation requirement, the Operation Plan (OPLAN), listing of supplies, equipment, and personnel, and the references.

STANDARD(S): To ensure sufficient transportation assets are available to support unit deployment.

PERFORMANCE STEPS:

1. Review the OPLAN to determine specific transportation requirements.
2. Identify Marine Corps strategic mobility concepts.
3. Identify U.S. Transportation Command (Strategic Mobility) concept.
4. Formulate an embarkation plan.
5. Forecast lift requirements.
6. Provide input regarding Force Deployment Planning and Execution.
7. Prepare requests for transportation.
8. Submit transportation requirements to higher headquarters.
9. Disseminate a movement schedule to the appropriate units.
10. Supervise embarkation/movement staging area.

REFERENCE(S):

1. Local Hazardous Waste SOP
2. FMFM 4-6, Movement of Units in Air Force Aircraft
3. JOINT PUB 3-02, Joint Doctrine for Amphibious Operations
4. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
5. MCO 4630.6, Military Airlift Command Requirement
6. MCO P4450.12, Storage and Handling of Hazardous Material
7. MCO P4600.7, USMC Transportation Manual
8. MCO P5090.2, Environment and Protection Manual
9. MSDS, Material Safety Data Sheets
10. TM, Equipment Technical Manual

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11. TM 11240-15/3, Motor Transport Technical Characteristics
12. TM 11275-15/3, Technical Characteristics of USMC Engineer Equipment

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.04.02 SUPERVISE A UNIT MOVE

CONDITION(S): Given the requirement to move a unit, the available transportation assets, unit embarkation data, Operation Plan (OPLAN) and the references (with or without automated systems).

STANDARD(S): To ensure execution is completed within the required timeframe.

PERFORMANCE STEPS:

1. Ensure equipment and cargo are certified for embarkation.
2. Identify hazardous material and cargo.
3. Formulate the embarkation plan.
4. Ensure the load plan conforms to regulations.
5. Ensure personnel are trained to use the current transportation automated systems.
6. Supervise a unit move by strategic airlift.
7. Supervise a unit move by ship.
8. Supervise a unit move by rail.

REFERENCE(S):

1. AAR, American Association of Railroads (AAR)
2. ACART, Applicable Commercial Airlift Rate Tables
3. AMC, AMC Airlift Rates
4. CAEMS USER'S MANUAL, Computer Aided Embarkation Management System
5. CALMS USER'S MANUAL, Computer Aided Load Manifesting System
6. CFR 40, Hazardous Substances & Wastes
7. CFR 49, Hazardous Material Regulations
8. FMFM 3-1, Command and Staff Action
9. FMFM 4-6, Movement of Units in Air Force Aircraft
10. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation

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11. MAGTF II UM, MAGTF II Users Manual
12. MCO 4610.35, USMC Equipment Characteristics File
13. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment
14. MCO P5090.2, Environment and Protection Manual
15. TM, Equipment Technical Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.04.03 FACILITATE SHIP-TO-SHORE MOVEMENT

CONDITION(S): Given a MAGTF, an amphibious operation, operations order, landing plan, and the references.

STANDARD(S): To ensure supportability of the MAGTF mission per the operations order.

PERFORMANCE STEPS:

1. Identify tactical logistics (TACLOG) control procedures.
2. Monitor the established TACLOG communications net for support requirements.
3. Determine the location of sea based support for Combat Service Support (CSS) requests from the supported unit.
4. Prepare CSS requests for ship-to-shore movement of CSS assets.
5. Submit CSS requests to the appropriate sea-based location in the required format.
6. Coordinate transportation for the requested CSS with the appropriate ship-to-shore movement coordination agency.
7. Monitor the requested support movement ashore.

REFERENCE(S):

1. FMFM 1-8, Ship-To-Shore Movement
2. FMFM 4-1, Combat Service Support Operations
3. JOINT PUB 3-02.1, Landing Force Operations
4. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
5. MCO 3000.11, MARES/LM2 Reporting System
6. MCO P3000.18, Marine Corps Planner's Manual
7. MCO P4400.150, Consumer Level Policy Manual

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8. MCO P4790.2, MIMMS Field Procedures Manual
9. MCO P5231.1, LCM AIS Projects
10. MCO P5600.31, Marine Corps Publications & Printing
11. NWP 22-5, The Naval Beach Group
12. TI-5600, Publication Information Marine Corps Equipment
13. TM 4700-15-1/F, Marine Corps Equipment Forms and Records
14. UM 4400-124, FMF SASSY Using Unit Procedures
15. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By
(2ndLt)

TASK: 0402.04.04 CONDUCT LANDING SUPPORT OPERATIONS

CONDITION(S): Given the requirement to conduct throughput operations, the Operation Plan (OPLAN), and the references.

STANDARD(S): To ensure sustained throughput capacity supports the commander's concept of combat service support.

PERFORMANCE STEPS:

1. Plan landing support operations.
2. Plan for the employment of material handling equipment (MHE).
3. Supervise the establishment of a beach support area.
4. Supervise the establishment of a landing zone support area.
5. Supervise the establishment of arrival and departure airfield control group.
6. Supervise port operations.
7. Supervise railhead operations.

REFERENCE(S):

1. FMFM 1-5, Maritime Prepositioning Force (MPF) OPS
2. FMFM 1-8, Ship-To-Shore Movement
3. FMFM 4-1, Combat Service Support Operations
4. FMFM 4-3, MAGTF Landing Support OPS
5. FMFM 4-6, Movement of Units in Air Force Aircraft

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6. FMFRP 5-31 VOL 1, Hel Ext Air Trans Basic OPS & EQ
7. FMFRP 5-31 VOL 2, Hel Ext Air Trans SNGLE PT RIG PR
8. FMFRP 5-31 VOL 3, Hel Ext Air Tran Dual Pt RIG PR
9. JOINT PUB 3-02, Joint Doctrine for Amphibious Operations
10. JOINT PUB 3-02.1, Landing Force Operations
11. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
12. MCO 4610.35, USMC Equipment Characteristics File
13. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment
14. MCO P5090.2, Environment and Protection Manual
15. NWP 22-10, MPF Operations

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.04.05 CONDUCT CONVOY OPERATIONS

CONDITION(S): Given the requirement to execute vehicular movements, commanders guidance, and the references.

STANDARD(S): To ensure movement of assets to the specified destination within commanders established time schedules.

PERFORMANCE STEPS:

1. Analyze the movement requirement.
2. Plan the movement.
3. Draft a movement order.
4. Direct loading operations.
5. Develop a communications plan.
6. Organize the vehicles for movement.
7. Conduct a convoy commanders brief.
8. Direct the movement of the convoy.
9. Direct the defense of the convoy.
10. Employ navigational methods.
11. Direct vehicle fording operations.

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ENCLOSURE (6)

12. Direct vehicle recovery operations.

13. Direct night driving operations.

REFERENCE(S):

1. 24-AA-ORD-010, Ammunition Unserviceable, Suspended and Limited Use
2. FM 20-22, Vehicle Recovery Operations
3. FM 20-30, Battlefield Damage Assessment and Repair
4. FM 21-305, Manual Front Wheeled Vehicle Driver
5. FM 55-15, Transportation Reference Data
6. FM 55-30, Army Motor Transport Units and Operations
7. FMFM 4-9, Motor Transport
8. FMFRP 4-34, Battlefield Damage Assessment and Repair
9. NAVSEA OP 2239, Drivers Handbook for Hazardous Material
10. TM, Equipment Technical Manual
11. TM 11-5855-238-10, AN/PVS 5, 5A, 5B, and 5C
12. TM 11-5855-262-10-2, AN/PVS 7
13. TM 11240-14/2, Logistic Consideration for Motor Transport Convoy Operations in a Guerilla Environment
14. VOM, Vehicle Operator's Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By
(2ndLt)

TASK: 0402.04.06 ESTABLISH A TACTICAL EQUIPMENT POOL

CONDITION(S): Given the references and the requirement to establish a tactical equipment pool.

STANDARD(S): To ensure operational support requirements are met per the references.

PERFORMANCE STEPS:

1. Select the site.
2. Plan the layout of the site.
3. Create a detailed site overlay.
4. Supervise the establishment of a tactical equipment pool.

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ENCLOSURE (6)

5. Supervise the camouflage of the site and equipment.

REFERENCE(S):

1. FM 20-3, Camouflage
2. FM 55-30, Army Motor Transport Units and Operations
3. FMFM 4-9, Motor Transport
4. MCO P4790.2, MIMMS Field Procedures Manual
5. TM 11240-14/2, Logistic Consideration for Motor Transport Convoy Operations in a Guerilla Environment
6. TM 4750-15/2, Painting and Registration Marking for Marine Corps Combat and Tactical Equipment
7. TM 5-1080-200-1, Light Weight Camouflage Screen

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By
(2ndLt)

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ENCLOSURE (6)

DUTY AREA 05 - GENERAL ENGINEERING

TASK: 0402.05.01 COORDINATE GENERAL ENGINEERING SUPPORT

CONDITION(S): Given the requirement to provide general engineering support, commander's guidance, the concept of combat service support and the references.

STANDARD(S): To ensure engineering requirements are incorporated into the Combat Service Support (CSS) plan.

PERFORMANCE STEPS:

1. Identify capabilities of MAGTF engineer units.
2. Identify the general engineering support requirements for the MAGTF.
3. Plan the employment of engineering assets to support the Combat Service Support (CSS) plan.

REFERENCE(S):

1. FMFM 13, MAGTF Engineer Operations
2. FMFM 4-1, Combat Service Support Operations

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.05.02 MONITOR THE CONDITION AND SUITABILITY OF FACILITIES

CONDITION(S): Given the assignment as a unit facilities officer, facilities, and the reference.

STANDARD(S): To ensure assigned facilities support unit requirements.

PERFORMANCE STEPS:

1. Inspect assigned facilities.
2. Ensure adequate control and accountability of garrison property.
3. Determine specific facilities maintenance deficiencies.
4. Report deficiencies to existing facilities maintenance programs.
5. Maintain a unit facilities maintenance program.
6. Maintain a unit facilities replacement program.

REFERENCE(S):

1. MCO P11000.7, Facilities Maintenance Management

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (2ndLt)

DUTY AREA 06 - HEALTH SERVICES

TASK: 0402.06.01 COORDINATE HEALTH SERVICES SUPPORT (HSS)

CONDITION(S): Given the requirement to provide health services support, commander's guidance, the concept of combat service support and the reference.

STANDARD(S): To ensure health services support requirements are incorporated into the CSS plan.

PERFORMANCE STEPS:

1. Determine the capabilities of Hospital Service Support (HSS) organizations.
2. Determine casualty evacuation procedures for a given operation.
3. Monitor unit medical and dental readiness and participation in special programs.

REFERENCE(S):

1. FMFM 4-50, Health Service Support

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

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ENCLOSURE (6)

DUTY AREA 07 - SERVICES

TASK: 0402.07.01 COORDINATE UNIT SECURITY SUPPORT

CONDITION(S): Given the requirement to provide security support, commander's guidance, the threat and the references.

STANDARD(S): To ensure security requirements are incorporated into the Operations Plan (OPLAN).

PERFORMANCE STEPS:

1. Identify security requirements based on the threat.
2. Ensure unit security training is conducted.
3. Coordinate the use of military police.
4. Manage the control of enemy prisoners of war.
5. Coordinate the employment of weapons systems.
6. Plan active and passive security measures for a given operation.
7. Plan the Area Damage Control (ADC) effort.

REFERENCE(S):

1. FM 20-3, Camouflage
2. FM 23-65, Browning Machine gun, Caliber .50, HB M2
3. FM 6-20, Fire Support in Airland Battle
4. FMFM 2-6, MAGTF Rear Area Security
5. FMFM 4-9, Motor Transport
6. TM 11240-14/2, Logistic Consideration for Motor Transport Convoy Operations in a Guerilla Environment
7. TM 5-1080-200-1, Light Weight Camouflage Screen
8. TM 9-2320-260-12, 5 Ton 6X6 M809 Truck Diesel

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.07.02 COORDINATE SERVICES SUPPORT

CONDITION(S): Given the requirement to provide services support, commander's guidance, the concept of combat service support, and the reference.

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ENCLOSURE (6)

STANDARD(S): To ensure requirements are incorporated into the combat service support plan.

PERFORMANCE STEPS:

1. Identify services support requirements.
2. Identity services support capabilities.
3. Plan the employment of services support assets to support a CSS plan.

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.07.03 PROVIDE LOGISTICS SUPPORT FOR GRAVES REGISTRATION FUNCTIONS

CONDITION(S): Given the requirement to support graves registration functions, commander's guidance, and the reference.

STANDARD(S): To ensure proper handling of human remains.

PERFORMANCE STEPS:

1. Support recovery operations.
2. Supervise identification functions.
3. Coordinate final disposition of human remains/personal property.

REFERENCE(S):

1. FM 10-63-1, Graves Registration Handbook

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (2ndLt)

TASK: 0402.07.04 SUPPORT DEPLOYMENT AND DISTRIBUTION PLANNING THROUGH USE OF AUTOMATED INFORMATION SYSTEMS (AIS)

CONDITION(S): Given operational data, commander's guidance, access to automated information systems, and the references.

STANDARD(S): To ensure reports are timely, accurate, and coordinated per the references.

PERFORMANCE STEPS:

1. Use AIS to plan a unit deployment.
2. Use AIS to coordinate transportation requirements.

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ENCLOSURE (6)

3. Supervise use of AIS.

REFERENCE(S):

1. CAEMS USER'S MANUAL, Computer Aided Embarkation Management System
2. CALMS USER'S MANUAL, Computer Aided Load Manifesting System
3. CFR 49, Hazardous Material Regulations
4. FMFM 4-6, Movement of Units in Air Force Aircraft
5. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
6. MAGTF II UM, MAGTF II Users Manual
7. MCO P3000.18, Marine Corps Planner's Manual
8. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment
9. MDSS II, User's Manual
10. TC-AIMS USER MANUAL, Transportation Coordinator's Automated Information for Movements System

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By
(2ndLt)

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ENCLOSURE (6)

DUTY AREA 08 - PLANNING

TASK: 0402.08.01 CONDUCT COMBAT SERVICE SUPPORT (CSS) PLANNING USING AUTOMATED INFORMATION SYSTEMS (AIS) TO IDENTIFY AND DEVELOP PLANNING REQUIREMENTS

CONDITION(S): Given an operation, commander's guidance, the requirement to provide CSS, access to Automated Information Systems (AIS), and the references.

STANDARD(S): To ensure logistical support requirements are appropriately identified.

PERFORMANCE STEPS:

1. Participate in the staff planning process.
2. Identify support requirements.
3. Identify CSS capabilities.
4. Identify considerations when operating in other environments.
5. Identify CSS capability deficiencies.
6. Submit requests for external/Host Nation Support (HNS).
7. Develop a concept of CSS.
8. Develop CSS tasks based on a concept of CSS.
9. Task organize CSS assets.
10. Plan for the employment of CSS assets.
11. Coordinate the planning for the employment of Mobile CSSDs.
12. Develop appropriate logistics annexes and orders.

REFERENCE(S):

1. FM 5-36, Route Reconnaissance and Classification
2. FM 55-15, Transportation Reference Data
3. FM 55-30, Army Motor Transport Units and Operations
4. FM 9-207, Operations & Maintenance of Ordnance Material in Cold Weather
5. FM 90-5, Jungle Operations
6. FMFM 3-1, Command and Staff Action
7. FMFM 4-1, Combat Service Support Operations
8. FMFM 4-9, Motor Transport
9. FMFM 7-27, Desert Operations

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ENCLOSURE (6)

10. FMFM 8-1, Special Operations
11. MCO 8010.1, CLASS V(W) SUP FMF CBT OP
12. MCO 8025.1, Class V(W) Malfunction & Deficiency Reporting
13. MCO P3000.18, Marine Corps Planner's Manual
14. MCO P4790.2, MIMMS Field Procedures Manual
15. MCO P8011.4, USMC T/A Class V (W) Material (Peacetime)
16. MEU (SOC), Training Handbook
17. OPNAVINST 5530.13, Physical Security
18. TM 11240-14/2, Logistic Consideration for Motor Transport Convoy Operations in a Guerilla Environment
19. UM 4400-124, FMF SASSY Using Unit Procedures
20. UM 4400-15, Organic Property Control

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TASK: 0402.08.02 SUPPORT MARITIME PREPOSITIONING FORCES (MPF) OPERATIONS USING AUTOMATED INFORMATION SYSTEMS (AIS) DURING PLANNING AND EXECUTION

CONDITION(S): Given the requirement to support MPF operations, commander's guidance, the Operation Plan (OPLAN), access to Automated Information Systems (AIS), and the references.

STANDARD(S): To ensure proper identification of logistics support requirements.

PERFORMANCE STEPS:

1. Participate in MPF planning.
2. Participate in unit marshalling and movement operations.
3. Participate in arrival and assembly operations.
4. Participate in regeneration operations.

REFERENCE(S):

1. FMFM 1-5, Maritime Prepositioning Force (MPF) OPS
2. NWP 22-10, MPF Operations
3. SOP, Local Standing Operating Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (2ndLt)

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ENCLOSURE (6)

MOS 0411, MAINTENANCE MANAGEMENT SPECIALIST

DUTY AREA 01 - MAINTENANCE MANAGEMENT

TASK: 0411.01.01 PROCESS AN EQUIPMENT REPAIR ORDER (ERO)

CONDITION(S): Given a prepared ERO (NAVMC form 10925) and the references.

STANDARD(S): The prepared ERO will be reviewed for completeness and accuracy, updated with the current equipment repair status throughout the maintenance cycle, and properly filed when completed.

PERFORMANCE STEPS:

1. Review the ERO for completeness and accuracy.
2. Submit the ERO for input into the Automated Information System (AIS).
3. Ensure that the input transactions have been entered correctly.
4. Update the ERO by annotating the current equipment repair status.
5. Input the updated ERO status into the AIS.
6. Close out the ERO when all maintenance actions have been completed.
7. File the white copy of the ERO in the equipment record jacket.

REFERENCE(S):

1. MCBUL 3000, Table of MARES Logistics Reportable Equipment Series
2. MCO 4400.16, Uniform Material Movement and Issue Priority System
3. MCO P4790.2, MIMMS Field Procedures Manual
4. TM 4700-15-1/H, Marine Corps Equipment Forms and Records
5. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

ADMINISTRATIVE INSTRUCTIONS: Complete MCI 04.10 within 6 months of assignment to unit.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

TASK: 0411.01.02 PROCESS AN EQUIPMENT REPAIR ORDER SHOPPING LIST (EROSL)

CONDITION(S): Given a prepared EROSL (NAVMC 10945) and the references.

STANDARD(S): To ensure timely, and accurate data input into the AIS until all requisitioned parts are received or cancelled.

Appendix B to
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Review the EROSL for completeness and accuracy.
2. Distribute the EROSL through the appropriate chain.
3. Monitor the induction of the EROSL transactions into the AIS's.
4. Annotate the EROSL as changes occur.

REFERENCE(S):

1. MCO P4790.2, MIMMS Field Procedures Manual
2. TM 4700-15-1/H, Marine Corps Equipment Forms and Records
3. UM 4400-124, FMF SASSY Using Unit Procedures
4. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

ADMINISTRATIVE INSTRUCTIONS: Complete MCI 04.10 within 6 months of assignment to unit.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

TASK: 0411.01.03 MAINTAIN COMMODITY SECTION PREVENTIVE MAINTENANCE CHECKS AND SERVICES (PMCS) AND CORRECTIVE MAINTENANCE (CM) RECORDS

CONDITION(S): Given the billet of maintenance management specialist, equipment record jackets, Equipment Repair Orders (ERO), Daily Process Report (DPR), and the references.

STANDARD(S): To ensure the equipment records reflect current status of the equipment during it's various phases of CM and PMCS.

PERFORMANCE STEPS:

1. Ensure an ERO is opened and accepted into the AIS on all equipment requiring PMCS or CM.
2. Compare the ERO with the DPR to ensure the DPR contains all the appropriate defect codes.
3. Ensure PMCS/CM has been recorded on the ERO, then file in the equipment record jacket.

REFERENCE(S):

1. MCO P4790.2, MIMMS Field Procedures Manual
2. TM 4700-15-1/H, Marine Corps Equipment Forms and Records
3. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

ADMINISTRATIVE INSTRUCTIONS: Complete MCI 04.10 within 6 months of assignment to unit.

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ENCLOSURE (6)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (LCpl)

TASK: 0411.01.04 INSPECT A COMMODITY SECTION CALIBRATION CONTROL PROGRAM

CONDITION(S): Given the billet of maintenance management chief, applicable Consolidated Memorandum Receipts (CMR) and the references.

STANDARD(S): To ensure all equipment requiring calibration is calibrated within the required time frames and per the references.

PERFORMANCE STEPS:

1. Inspect annual inventory test, measurement and diagnostic equipment (TMDE) for calibration control records.
2. Use the annual inventory and TM 4700-15/1H to determine if a calibration record have been prepared for each item of TMDE authorized.
3. Inspect all calibration control records for accuracy.
4. Inspect records to ensure PMCS requirements have been performed.
5. Inspect records to determine if TMDE items have been submitted for calibration, as scheduled.
6. Inspect to ensure calibration requirements for new TMDE items are identified.
7. Inspect to determine if requisition for replacement TMDE equipment has been submitted upon receipt of a letter of unserviceable property.

REFERENCE(S):

1. MCO 4733.1, USMC TMDE CAMP
2. MCO P4790.2, MIMMS Field Procedures Manual
3. TI 4733-15, Calibration Requirements Test, Measurement and Diagnostic Equipment (TMDE)
4. TM 4700-15-1/H, Marine Corps Equipment Forms and Records

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TASK: 0411.01.05 INSPECT COMMODITY SECTION TOOL CONTROL PROGRAMS

CONDITION(S): Given the billet of maintenance management chief, applicable Consolidated Memorandum Receipts (CMR) and the references.

STANDARD(S): To ensure accountability and availability of all tool sets, kits, chests, and individual hand/portable power tools on the T/E.

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ENCLOSURE (6)

PERFORMANCE STEPS:

1. Inspect control procedures for accountability of all tools within each commodity section.
2. Ensure periodic inventories have been conducted for all tool sets, kits, and chests, and individual hand/portable power tools using the applicable CMR and special allowance list.
3. Inspect to ensure accountability procedures are established.
4. Inspect to ensure tool set inventories are maintained with the tool sets.
5. Inspect establishment of a special allowance for tools not listed on the Table of Equipment (T/E).

REFERENCE(S):

1. MCO P4400.150, Consumer Level Policy Manual
2. MCO P4790.2, MIMMS Field Procedures Manual
3. SL-3, MCSL Component listing
4. TM 4700-15-1/H, Marine Corps Equipment Forms and Records
5. UM 4400-15, Organic Property Control
6. US ARMY, Supply Catalog

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Sgt)

TASK: 0411.01.06 COMPLETE A PRODUCT QUALITY DEFICIENCY REPORT (PQDR)

CONDITION(S): Given a billet of maintenance management chief, NAVMC 368 (PQDR), an identified equipment deficiency, and the references.

STANDARD(S): To ensure the PQDR accurately reflects equipment deficiencies and is submitted per the references.

PERFORMANCE STEPS:

1. Assist in the preparation of the PQDR.
2. Ensure a PQDR is prepared for all circumstances involving safety, warranty issues, recurring repairs, etc., as provided for in the references.
3. Assign the report control number and address of the screening point.
4. Maintain a PQDR file on all pending and completed PQDR's.

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ENCLOSURE (6)

REFERENCE(S):

1. MCO 4855.10, Quality Deficiency Report
2. MCO P4790.2, MIMMS Field Procedures Manual
3. TM 4700-15-1/H, Marine Corps Equipment Forms and Records

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Sgt)

TASK: 0411.01.07 INSPECT UNIT'S MODIFICATION CONTROL PROGRAM

CONDITION(S): Given the billet of maintenance management chief, Modification Instructions (MI), modification control forms (NAVMC 11053 and 11054, ERO's, T/O&E, and the references, inspect the units modification control program.

STANDARD(S): To ensure the equipment and modification control records are current and reconciled, and required modifications are performed.

PERFORMANCE STEPS:

1. Verify equipment authorizations and on hand quantities.
2. Verify MI's application for each type of equipment.
3. Ensure all equipment is modified when required.
4. Ensure an ERO is opened for each piece of equipment requiring modification.
5. Ensure the modification control records are maintained per the references.

REFERENCE(S):

1. MCO P4790.2, MIMMS Field Procedures Manual
2. SL-1-2, Index of Authorized Publication for Equipment Support
3. TM 4700-15-1/H, Marine Corps Equipment Forms and Records

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Sgt)

TASK: 0411.01.08 ESTABLISH A PUBLICATIONS LIBRARY

CONDITION(S): Given the billet of a maintenance management specialist, a NAVMC 2761, publication listings and the references.

STANDARD(S): To ensure required publications are available to support the maintenance management effort per the references.

PERFORMANCE STEPS:

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ENCLOSURE (6)

1. Review T/O&E and Consolidated Memorandum Receipt (CMR) to identify publications required to support equipment on hand.
2. Establish the unit's Publications List (PL) for publications.
3. Requisition required publications.
4. Order publications deficiencies.
5. Destroy outdated publications.

REFERENCE(S):

1. MCO P4790.2, MIMMS Field Procedures Manual
2. MCO P5215.1, USMC Directives System
3. MCO P5215.17, The USMC Technical Publications System
4. SL-1-2, Index of Authorized Publication for Equipment Support
5. SL-1-3, Index of Authorized Publication for Equipment Support

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (LCpl)

TASK: 0411.01.09 INSPECT A PUBLICATIONS LIBRARY

CONDITION(S): Given the billet of a maintenance management chief, and the references.

STANDARD(S): To ensure adequate publications are on hand and current per the references.

PERFORMANCE STEPS:

1. Inspect publications library.
2. Direct the requisition of required publications to support unit's T/O&E.

REFERENCE(S):

1. MCO P4790.2, MIMMS Field Procedures Manual
2. MCO P5215.1, USMC Directives System
3. MCO P5215.17, The USMC Technical Publications System
4. SL-1-2, Index of Authorized Publication for Equipment Support
5. SL-1-3, Index of Authorized Publication for Equipment Support

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Sgt)

Appendix B to
ENCLOSURE (6)

DUTY AREA 02 - SUPPLY SUPPORT

TASK: 0411.02.01 MONITOR MAINTENANCE SECTION PRE-EXPENDED BIN (PEB)

CONDITION(S): Given the billet of maintenance management chief, PEB, PEB listing, and the references.

STANDARD(S): To ensure items and their stockage levels conform to the references.

PERFORMANCE STEPS:

1. Ensure PEB items meet the usage and dollar requirement.
2. Ensure the PEB is authorized by the commanding officer and the authorization letter contains the required information.
3. Ensure PEB usage is reflected within the Automated Information System (AIS).
4. Ensure PEB replenishment is accomplished via a shop overhead Equipment Repair Order (ERO).

REFERENCE(S):

1. MCO P4400.150, Consumer Level Policy Manual
2. MCO P4790.2, MIMMS Field Procedures Manual
3. TM 4700-15-1/H, Marine Corps Equipment Forms and Records

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Sgt)

TASK: 0411.02.02 MAINTAIN A MAINTENANCE SECTION'S EQUIPMENT REPAIR ORDER (ERO) PARTS BIN

CONDITION(S): Given the billet of maintenance management specialist, Equipment Repair Order Shopping Lists (EROSL), Equipment Repair Orders (ERO), Daily Process Reports (DPR), and the references.

STANDARD(S): To ensure the EROSL's in the ERO bin reflect all receipts, cancellations, scrounges, and issues.

PERFORMANCE STEPS:

1. Ensure all receipts, cancellations, scrounges, and parts issued have been annotated on the EROSL.
2. Inventory the ERO bins Bi-Weekly comparing the EROSL to the materiel/parts in the bin.
3. Ensure corrective action or changes are submitted to the unit supply to update the DPR.

Appendix B to
ENCLOSURE (6)

REFERENCE(S):

1. MCO P4790.2, MIMMS Field Procedures Manual
2. UM 4400-124, FMF SASSY Using Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Cpl)

TASK: 0411.02.03 MONITOR COMPLIANCE WITH ESTABLISHED POLICIES ON FIELDING NEW EQUIPMENT

CONDITION(S): Given a maintenance management chief billet at the staff level, a new piece of equipment, the appropriate Users Logistics Support Summary (ULSS), and the reference.

STANDARD(S): To ensure the new equipment is not released for use until all fielding requirements are met.

PERFORMANCE STEPS:

1. Coordinate with the supply officer to ensure that the unit has an established policy for the support of new equipment.
2. Review the equipment fielding plan.
3. Ensure new equipment is not placed in service until authorized.
4. Ensure new equipment receives an acceptance LTI before it is placed in service.

REFERENCE(S):

1. MCO P4790.2, MIMMS Field Procedures Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 0411.02.04 CONDUCT DAILY MAINTENANCE/SUPPLY VALIDATION

CONDITION(S): Given the billet of maintenance management specialist, Daily Transaction listing (DTL), Daily Process Report (DPR), Equipment Repair Order (ERO) file, Equipment Repair Order Shopping List (EROSL) file, and the reference.

STANDARD(S): To ensure the equipment status and associated parts, support the maintenance effort per the reference.

PERFORMANCE STEPS:

1. Verify the (DTL).
2. Ensure that EROs shown on the DPR are in the correct status.

Appendix B to
ENCLOSURE (6)

3. Check those ERO's in a "SHORT PARTS" status with no parts on order to ensure their EROSL has been prepared and submitted.
4. Annotate the EROSL per the unit's Maintenance Management SOP and Policy Letters.

REFERENCE(S):

1. MCO P4790.2, MIMMS Field Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (LCpl)

TASK: 0411.02.05 CONDUCT BI-WEEKLY VALIDATION

CONDITION(S): Given the billet of maintenance management chief, the Daily Process Report, Daily Transaction Listing and the references.

STANDARD(S): To ensure repair parts/secondary reparable are received within the established time frame per the references.

PERFORMANCE STEPS:

1. Reconcile the current maintenance record status file with the current Due and Status File (DASF).
2. Reconcile the maintenance order document control file.
3. Reconcile the document control file.

REFERENCE(S):

1. MCO P4790.2, MIMMS Field Procedures Manual
2. UM 4400-124, FMF SASSY Using Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Sgt)

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ENCLOSURE (6)

DUTY AREA 03 - MIMMS-AIS

TASK: 0411.03.01 INPUT MAINTENANCE MANAGEMENT AIS TRANSACTIONS

CONDITION(S): Given the billet of maintenance management specialist, an ERO or annotated maintenance management AIS reports, a PC based computer, and the references.

STANDARD(S): To ensure maintenance transactions are properly reflected on the Daily Transaction Listing.

PERFORMANCE STEPS:

1. Review transactions received from the commodity section for accuracy and completeness.
2. Input the transactions into a computer using PC based software.
3. Execute a file update and create courier/history diskettes.
4. Submit the courier, as required.
5. Review the applicable maintenance management Automated Information System (AIS) output reports to ensure the transactions have correctly processed.

REFERENCE(S):

1. MCBUL 3000, Table of MARES Logistics Reportable Equipment Series
2. TM 4700-15-1/H, Marine Corps Equipment Forms and Records
3. UM 4400-124, FMF SASSY Using Unit Procedures
4. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 0411.03.02 REVIEW MAINTENANCE MANAGEMENT REPORTS

CONDITION(S): Given the billet of maintenance management specialist, applicable maintenance management output reports, and the references.

STANDARD(S): To ensure the accuracy of the reports, by detecting and correcting error trends and initiating corrective action.

PERFORMANCE STEPS:

1. Review the accuracy of maintenance management reports downloaded from the information retrieval program.
2. Validate the Daily Transaction Listing (DTL) against the Daily Process Report (DPR).

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3. Correct any discrepancies found in the reports using maintenance management PC based software and submit the courier diskette, as appropriate.
4. Determine error trends in the unit maintenance reporting.

REFERENCE(S):

1. MCO 3000.11, MARES/LM2 Reporting System
2. MCO P4790.2, MIMMS Field Procedures Manual
3. TM 4700-15-1/H, Marine Corps Equipment Forms and Records
4. UM 4400-124, FMF SASSY Using Unit Procedures
5. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (LCpl)

TASK: 0411.03.03 RETRIEVE MAINTENANCE MANAGEMENT INFORMATION/REPORTS USING AN INFORMATION RETRIEVAL PROGRAM

CONDITION(S): Given a computer terminal with access to the Manpower Information Systems Support Office (MISSO), authorization to access the MISSO, and the reference.

STANDARD(S): Retrieve maintenance management AIS reports from the MISSO mainframe database utilizing the available information retrieval program.

PERFORMANCE STEPS:

1. Obtain a user ID from the Information System Coordinator (ISC).
2. Process the information.
3. Review the extracted information for accuracy.

REFERENCE(S):

1. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

ADMINISTRATIVE INSTRUCTIONS: Add the INFOPAC Procedures Manual obtained from local Manpower Information Systems Support Office (MISSO), as a necessary reference for this step within this task.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Sgt)

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DUTY AREA 04 - MISCO

TASK: 0411.04.01 MONITOR THE OPERATION OF MIMMS/MARES FUNCTIONS

CONDITION(S): Given a computer terminal with access to the Manpower Information Systems Support Office (MISSO), and the references.

STANDARD(S): To ensure the mainframe database files are updated to completion as required.

PERFORMANCE STEPS:

1. Review all MIMMS/MARES functions on a semi-annual basis.
2. Approve the installation of the Unit Identification Code (UIC) file, TAM file, Identification standards file or the error file.
3. Coordinate the installation of program updates.
4. Ensure the MIMMS and SASSY interface is operating correctly and the databases are in agreement.
5. Prepare and submit work requests to the Manpower Information Systems Support Office (MISSO) for as-required program loads or system changes.
6. Prepare draft System Modification Requests (SMR's).
7. Correct user difficulties submitted as Incident Reports.

REFERENCE(S):

1. CICS, Handbook
2. MCO P4790.2, MIMMS Field Procedures Manual
3. MCO P5231.1, LCM AIS Projects
4. TM 4700-15-1/H, Marine Corps Equipment Forms and Records
5. UM 4400-124, FMF SASSY Using Unit Procedures
6. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (SSgt)

TASK: 0411.04.02 SUPPORT MIMMS/MARES CUSTOMERS

CONDITION(S): Given a computer terminal with access to the Manpower Information Systems Support Office (MISSO), a request for information or modification to MIMMS data, and the references.

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STANDARD(S): To ensure programming, updating, and access to MIMMS Users Files is provided.

PERFORMANCE STEPS:

1. Write a program in NATURAL and extract required information.
2. Review requests from MSC's to modify the Unit Identification Code (UIC) File.
3. Approve requests for access to MIMMS/MARES Files or data.
4. Execute requests for modification of the Activity Address Code (AAC) Files.

REFERENCE(S):

1. CICS, Handbook
2. JCS PUB 6, DFCCC & CC4 Systems
3. MCO 3000.11, MARES/LM2 Reporting System
4. MCO P5231.1, LCM AIS Projects
5. NECM, Natural Error Codes Manual
6. NTG, Natural Programming Guide
7. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (SSgt)

TASK: 0411.04.03 COORDINATE THE USE OF MIMMS/MARES INFORMATION

CONDITION(S): Given a computer terminal with access to the Manpower Information Systems Support Office (MISSO) production schedule, applicable MIMMS/MARES reports, courier diskettes, and the references.

STANDARD(S): Ensure reports are coordinated between the Manpower Information Systems Support Office (MISSO) and the Maintenance Management Officers's prior to and after each update cycle per the references.

PERFORMANCE STEPS:

1. Review MIMMS/MARES input, production, and distribution procedures on a semi-annual basis.
2. Coordinate the input, output, and distribution of reports and courier diskettes with the MSC MMO's.
3. Coordinate the production of courier diskettes and distribution of reports with the Manpower Information Systems Support Office (MISSO).

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REFERENCE(S):

1. MCO P5231.1, LCM AIS Projects
2. TM 4700-15-1/H, Marine Corps Equipment Forms and Records
3. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (SSgt)

TASK: 0411.04.04 CONDUCT MIMMS TRAINING FOR DEPLOYING UNITS

CONDITION(S): Given a PC based computer, access to the Manpower Information Systems Support Office (MISSO), new MIMMS software releases, and the references.

STANDARD(S): To ensure maintenance information databases are updated and MIMMS personnel are trained in deployed MIMMS procedures.

PERFORMANCE STEPS:

1. Provide to deploying unit's maintenance management personnel training on deployed MIMMS procedures.
2. Coordinate with Major Subordinate Command (MSC) Maintenance Management Officer (MMO) to effect training in special procedures required by new Class IA MIMMS releases.

REFERENCE(S):

1. CICS, Handbook
2. MCO 3000.11, MARES/LM2 Reporting System
3. MCO P5231.1, LCM AIS Projects
4. UM 4790-5, MIMMS AIS, Field Maintenance Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

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MOS 0430, EMBARKATION OFFICER

DUTY AREA 01 - TRAINING AND ADMINISTRATION

TASK: 0430.01.01 VALIDATE AN AIRLIFT REQUEST

CONDITION(S): Given a movement order, unit embarkation data, access to Logistics Automated Information Systems (LOGAIS) and the references.

STANDARD(S): To ensure the unit's embarkation data and a request(s) are prepared and submitted to the appropriate agency to obtain the required airlift.

PERFORMANCE STEPS:

1. Determine the quantity and type of airlift required to support movement of personnel and equipment.
2. Determine the appropriate agency to provide airlift (Air Mobility Command (AMC), Military Traffic Management Command (MTMC), NAVAIRLOG, organic, etc.).
3. Prepare an airlift request(s).
4. Forward the request(s).
5. Monitor the status of the request(s).

REFERENCE(S):

1. MCO 4610.35, USMC Equipment Characteristics File
2. MCO 4630.6, Military Airlift Command Requirement
3. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

TASK: 0430.01.02 VALIDATE A LIFT OF OPPORTUNITY (OPLIFT) REQUEST

CONDITION(S): Given a transportation requirement that can be supported on an "as space becomes available" basis, and the references.

STANDARD(S): To ensure the required delivery time and characteristics of the items requiring transportation are identified.

PERFORMANCE STEPS:

1. Determine the amount and type of lift requiring transportation and the desired delivery time.
2. Determine the appropriate agency to provide the lift (AMC, MSC, MTMC, NAVAIRLOG, organic, etc.).
3. Prepare an OPLIFT request(s).

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4. Forward the request(s) to the appropriate agency.
5. Monitor the status of the request(s).

REFERENCE(S):

1. MCO 4610.35, USMC Equipment Characteristics File
2. MCO 4630.6, Military Airlift Command Requirement
3. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 0430.01.03 VALIDATE A CARRIER DISCREPANCY REPORT

CONDITION(S): Given a list of discrepancies or carrier performance data from a completed movement evolution, DD Form 1341, and the references.

STANDARD(S): To ensure preparation and submission of the carrier discrepancy report to the appropriate agency in the prescribed time frame and that all carrier service or performance failures are identified.

PERFORMANCE STEPS:

1. Review the references to determine if the carrier service failures require submission of a discrepancy report.
2. Prepare a DD Form 1341 or other appropriate documentation detailing the carrier service failures or evaluation.
3. Submit the required documentation through the chain of command to the appropriate agency within the prescribed time frame.
4. Maintain carrier discrepancy reports or evaluations on file, as required.

REFERENCE(S):

1. AFR 76-38, US Govt/Non-US Govt Airlift Rate
2. MCO P4600.14, Transportation Fac Guide Vol 4
3. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 0430.01.04 DETERMINE EMBARKATION PUBLICATION REQUIREMENTS

CONDITION(S): Given a NAVMC 2761, other services, publication listings, and the references.

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STANDARD(S): To ensure current publications are on hand to support unit embarkation per the references.

PERFORMANCE STEPS:

1. Review the NAVMC 2761 and other services' publication listing to determine embarkation publication requirements.
2. Ensure the unit's publication listing and internal distribution list reflect the embarkation publication requirements.
3. Ensure all publications are current, on hand, or on order.
4. Ensure the publications library is maintained per the established procedures.

REFERENCE(S):

1. MCO P4790.2, MIMMS Field Procedures Manual
2. MCO P5600.31, Marine Corps Publications & Printing
3. NAVMC 2761, Publications Stocked by Marine Corps
4. TI-5600, Publication Information Marine Corps Equipment

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (24) Req By (WO)

TASK: 0430.01.05 OBTAIN CERTIFICATION OF EQUIPMENT FOR AIRLIFT

CONDITION(S): Given cargo requiring airlift certification, blank MTT FORM 33(R), and the reference.

STANDARD(S): To ensure air transportable cargo is properly certified per the reference.

PERFORMANCE STEPS:

1. Calculate the equipment characteristics data (length, width, height, and weight) and record the results on the MTT FORM 33(R).
2. Submit the MTT FORM 33(R) with a certification request to Military Traffic Management Command Engineering Agency (MTMCTEA).
3. Certify the equipment per the guidance of MTMCTEA.
4. Coordinate the use of data collection teams or Joint Airborne Air Transportability Training (A/ATT) test loading.
5. Report the results to MTMCTEA.

REFERENCE(S):

1. MCO 4610.35, USMC Equipment Characteristics File

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

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ENCLOSURE (6)

TASK: 0430.01.06 CONDUCT A SHIPBOARD ACCOMMODATION INSPECTION

CONDITION(S): Given a ship allocated for use by the landing force, applicable Ship Loading Characteristics Pamphlet (SLCP), and the references.

STANDARD(S): To ensure the physical characteristics of Marine Corps designated spaces are accurately depicted in the SLCP and support the unit requirements.

PERFORMANCE STEPS:

1. Inspect all landing force personnel spaces (i.e., berthing, laundry, weight rooms, etc.).
2. Inspect all cargo stowage spaces.
3. Inspect all cargo/materiel handling equipment for availability and serviceability.
4. Report any discrepancies noted during the inspection per local SOP.

REFERENCE(S):

1. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
2. SOP, Local Standing Operating Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

TASK: 0430.01.07 SUPERVISE UNIT LEVEL EMBARKATION TRAINING

CONDITION(S): Given the assignment as a unit embarkation officer, personnel requiring embarkation training, and the references.

STANDARD(S): To ensure that embarkation for supported unit personnel possess the required skills to execute unit embarkation tasks.

PERFORMANCE STEPS:

1. Identify unit level training requirements (i.e., maintenance of an automated embarkation database, preparation of cargo, equipment, and supplies for embarkation, marking of embarkation boxes, etc.).
2. Ensure coordination with unit G/S-3 for scheduling of embarkation training.
3. Ensure the development and utilization of embarkation lesson plans.
4. Ensure training aids are prepared or obtained.
5. Ensure embarkation training, including safety training, is conducted.
6. Ensure results are recorded and reported.

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7. Enforce proper procedures during operations.

REFERENCE(S):

1. FMFM 4-6, Movement of Units in Air Force Aircraft
2. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
3. SOP, Local Standing Operating Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 0430.01.08 CONDUCT UNIT LEVEL EMBARKATION INSPECTIONS

CONDITION(S): Given an assignment as an embarkation officer, a unit's Automated Information System (AIS) data list, applicable checklists, commander's guidance and the references.

STANDARD(S): To ensure unit embarkation readiness.

PERFORMANCE STEPS:

1. Obtain or develop appropriate embarkation checklist(s).
2. Coordinate and publish inspection schedule.
3. Conduct inspection and report results.
4. Ensure corrective actions are taken.

REFERENCE(S):

1. CAEMS USER'S MANUAL, Computer Aided Embarkation Management System
2. LOG AIS UM, LOGISTICS AUTOMATED INFORMATION SYSTEM USERS MANUAL
3. TM 4750-15/2, Painting and Registration Marking for Marine Corps Combat and Tactical Equipment

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

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DUTY AREA 02 - OPERATION PLANNING

TASK: 0430.02.01 SUPERVISE COORDINATION OF TRANSPORTATION FOR A UNIT
DEPLOYMENT

CONDITION(S): Given the requirement to support a unit's deployment, Operation Plan (OPLAN), listing of supplies, equipment, access to Logistics Automated Information Systems (LOGAIS), and the references.

STANDARD(S): To ensure that sufficient assets are available to support unit movement.

PERFORMANCE STEPS:

1. Review the OPLAN and list of supplies, equipment, and personnel requiring transportation.
2. Ensure the type and quantity of transportation required to move the unit is determined.
3. Ensure requests for transportation are prepared and forwarded to the appropriate agency.
4. Ensure a movement schedule is prepared and forwarded to the appropriate units.
5. Monitor the execution of the movement to ensure compliance with the OPLAN and movement schedule.

REFERENCE(S):

1. MCO 4630.6, Military Airlift Command Requirement
2. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 0430.02.02 USE AUTOMATED INFORMATION SYSTEM (AIS) IN SUPPORT OF
DEPLOYMENT PLANNING

CONDITION(S): Given an Operation Plan (OPLAN), access to AIS, operational data, commander's guidance and the references.

STANDARD(S): To ensure the accurate and timely support of operational planners preparing for deployment.

PERFORMANCE STEPS:

1. Ensure accurate unit/movement data is prepared in current automated unit database system.
2. Load an amphibious and MSC (including MPF) ship(s) utilizing current automated ship loading system.

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3. Load an Air Mobility Command or CRAF aircraft utilizing the current automated aircraft loading system.
4. Review Joint Deployment System (JDS) input and output.

REFERENCE(S):

1. CFR 49, Hazardous Material Regulations
2. FMFM 4-6, Movement of Units in Air Force Aircraft
3. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
4. LOG AIS UM, LOGISTICS AUTOMATED INFORMATION SYSTEM USERS MANUAL
5. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

TASK: 0430.02.03 FORECAST LIFT REQUIREMENTS

CONDITION(S): Given the requirement to support a unit deployment, a unit deployment database, and the references.

STANDARD(S): To ensure supported unit deployment requirements are accurately forecasted.

PERFORMANCE STEPS:

1. Review the unit's operation/deployment requirements.
2. Review the unit's embarkation data to determine the type and quantity of cargo, equipment, and personnel requiring lift.
3. Consolidate the lift requirements for required types of lift.
4. Submit the lift forecast to the appropriate headquarters or agency, as required.

REFERENCE(S):

1. FMFM 4-6, Movement of Units in Air Force Aircraft
2. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
3. LOG AIS UM, LOGISTICS AUTOMATED INFORMATION SYSTEM USERS MANUAL

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 0430.02.04 PREPARE AN EMBARKATION PLAN

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CONDITION(S): Given a requirement to support a deployment by sea, air, or rail, commander's guidance, a unit deployment database; and the references.

STANDARD(S): To ensure unit embarkation requirements are identified and supportable.

PERFORMANCE STEPS:

1. Compile the following information for inclusion in the embarkation plan.
 - a. Organization for embarkation and assignment to shipping.
 - b. Materiel to be embarked.
 - c. Movement of personnel.
 - d. Assignment, preparation, and security of embarkation areas.
 - e. Coordinate agricultural washdown operations.
 - f. Embarkation schedules.
 - g. Control and communications that will prevail during embarkation.
 - h. Preparation and distribution of loading plans and reports.
 - i. Preparation of message loading plan, as required.
2. Draft the embarkation plan.

REFERENCE(S):

1. FMFM 3-1, Command and Staff Action
2. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
3. LOG AIS UM, LOGISTICS AUTOMATED INFORMATION SYSTEM USERS MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

TASK: 0430.02.05 DETERMINE EMBARKATION SUPPORT REQUIREMENTS

CONDITION(S): Given the requirement to support a unit deployment, proposed port of embarkation (POE) or port of debarkation (POD), list of available support resources, and the references.

STANDARD(S): To ensure the timely and systematic embarkation of unit assets.

PERFORMANCE STEPS:

1. Review the organic support available to determine if deficiencies exist.

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2. Prepare and submit a request for the required additional support through the chain of command to the appropriate agency.
3. Monitor the status of the request to ensure additional support will be provided.

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations
2. FMFM 4-3, MAGTF Landing Support OPS
3. FMFM 4-6, Movement of Units in Air Force Aircraft
4. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
5. SOP, Local Standing Operating Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req By (WO)

TASK: 0430.02.06 PREPARE EMBARKATION ESTIMATE OF SUPPORTABILITY

CONDITION(S): Given an Operation Plan (OPLAN), commander's guidance, and the reference.

STANDARD(S): To provide the Commanding Officer with an embarkation estimate of supportability to the degree of accuracy dictated by the phase of planning.

PERFORMANCE STEPS:

1. Determine embarkation support requirements.
2. Determine the amount and types of resources available.
3. Determine the embarkation supportability of the OPLAN.
4. Develop alternative recommendations, as feasible and required.
5. Provide an oral or written estimate of supportability to commanding officer, as required.

REFERENCE(S):

1. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

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ENCLOSURE (6)

DUTY AREA 03 - LOAD PLANNING

TASK: 0430.03.01 VALIDATE A LOAD PLAN FOR AN AIRCRAFT

CONDITION(S): Given certification as an aircraft load planner, unit's embarkation data, characteristics and capabilities of the aircraft, Operation Plan (OPLAN), with or without access to Logistics Automated Information Systems (LOGAIS) and the references.

STANDARD(S): To ensure the aircraft load plan supports the OPLAN and complies with the characteristics and capabilities of the aircraft per the references.

PERFORMANCE STEPS:

1. Ensure the equipment to be loaded complies with the characteristics of the aircraft.
2. Ensure the equipment to be loaded is certified for transport in the assigned aircraft.
3. Ensure the center of balance and weight of each 463L pallet is identified.
4. Ensure the center of balance and weight for all vehicles are identified and equipment is properly marked.
5. Ensure all hazardous material and cargo requiring special handling properly certified and is compatible.
6. Confirm position of templates on the aircraft diagram.
7. Calculate center of gravity for completed load.
8. Print a computer generated load plan form using an automated system, or complete manual load plan form, as applicable.
9. Certify the load plan as conforming to the prescribed regulations.

REFERENCE(S):

1. AMC 36-1, AMC Affiliation Program Airlift Planner's Pamphlet
2. FMFM 4-6, Movement of Units in Air Force Aircraft
3. LOG AIS UM, LOGISTICS AUTOMATED INFORMATION SYSTEM USERS MANUAL
4. MCO 4610.35, USMC Equipment Characteristics File
5. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req By (WO)

TASK: 0430.03.02 VALIDATE A LOAD PLAN FOR A SHIP

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CONDITION(S): Given ship loading characteristics pamphlet or stow plan, hydrostatic data, unit's embarkation data, landing plan, and the references.

STANDARD(S): To ensure the maximum use of ship board space to support the landing plan, and compliance with the ship's characteristics.

PERFORMANCE STEPS:

1. Obtain and consolidate the required loading documents from each unit embarking supplies, cargo, equipment, and personnel.
2. Obtain the unloading priorities and composition of tactical serials from the embarkation team commander.
3. Ensure the equipment to be loaded complies with the characteristics of the ship.
4. Identify any hazardous material and cargo requiring special handling.
5. Ensure the following steps have been accurately completed for manually prepared ship(s) load plans.
 - a. Prepare vehicle, pallet, container, and heavy-lift templates.
 - b. Lay out stowage diagrams in proper horizontal and vertical order.
 - c. Plan the stowage of supplies, cargo, and equipment according to type and priorities.
 - d. Prepare or complete the required documentation per Joint Pub 3-02.2.
 - e. Compute trim, stress, and stability (for a commercial ship).
 - f. Assemble the loading plan in the prescribed sequence per Joint Pub 3-02.2.
6. Ensure the following steps are accurately completed for all ship(s) load plan(s) completed using an automated embarkation system.
 - a. Establish the database for supplies, cargo, equipment, and personnel to be loaded.
 - b. Plan the stowage of supplies, cargo, and equipment according to type and priorities.
 - c. Determine trim, stress, and stability (for a commercial ship).
 - d. Produce computer generated reports and deck diagram(s).
 - e. Assemble the loading plan in the prescribed sequence per Joint Pub 3-02.2.
7. Certify the load plan as conforming to the prescribed regulations.

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REFERENCE(S):

1. CFR 49, Hazardous Material Regulations
2. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
3. LOG AIS UM, LOGISTICS AUTOMATED INFORMATION SYSTEM USERS MANUAL
4. MCO 4610.35, USMC Equipment Characteristics File

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req By (WO)

TASK: 0430.03.03 VALIDATE A LOAD PLAN FOR MOVEMENT BY RAIL

CONDITION(S): Given characteristics and performance limits of the rail assets available, unit's embarkation data, Operation Plan (OPLAN), and the references.

STANDARD(S): To ensure the load plan supports the OPLAN, and complies with the characteristics and performance limits of the rail assets.

PERFORMANCE STEPS:

1. Ensure the equipment to be loaded complies with the characteristics of the rail assets.
2. Review hazardous material and cargo requiring special handling are identified.
3. Ensure proper certification and compatability of cargo.
4. Ensure properly scaled vehicle, pallet, container, and heavy-lift templates are prepared.
5. Ensure proper positioning of templates on the rail diagram.
6. Ensure load plan forms are completed.
7. Certify the movement plan as conforming to the prescribed regulations.

REFERENCE(S):

1. AAR, American Association of Railroads (AAR)
2. CFR 49, Hazardous Material Regulations
3. FM 55-15, Transportation Reference Data
4. MCO 4610.35, USMC Equipment Characteristics File

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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DUTY AREA 04 - MOVEMENT AND LOADING

TASK: 0430.04.01 SUPERVISE THE PREPARATION OF SUPPLIES AND EQUIPMENT FOR EMBARKATION

CONDITION(S): Given supplies and equipment to be embarked, per the references.

STANDARD(S): To ensure compliance with requirements and specifications of the specific types of ships, aircraft, or other conveyance to be used.

PERFORMANCE STEPS:

1. Inspect the supplies and equipment for transportability.
2. Inspect the mobile loading of supplies and equipment.
3. Inspect the building and loading of 463L pallets.
4. Inspect the loading and banding of warehouse pallets.
5. Identify hazardous materiel and cargo.
6. Inspect equipment center of balance computation.
7. Inspect required documentation.
8. Ensure proper staging of supplies and equipment.

REFERENCE(S):

1. AMC 36-1, AMC Affiliation Program Airlift Planner's Pamphlet
2. FMFM 4-6, Movement of Units in Air Force Aircraft
3. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
4. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

TASK: 0430.04.02 CERTIFY HAZARDOUS/SPECIAL HANDLING MATERIAL FOR SHIPMENT

CONDITION(S): Given certification, cargo containing hazardous or special handling material, required forms, and the references.

STANDARD(S): To ensure hazardous or special handling materiel is identified, properly classified, and marked for safe shipping per the references.

PERFORMANCE STEPS:

1. Ensure cargo requiring special handling is identified.
2. Ensure cargo is properly packaged, marked, and labeled with placard in place.

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3. Ensure certification of hazardous cargo using Shippers Declaration of Dangerous Goods or by preparing a DCM (Dangerous Cargo Manifest).
4. Ensure hazardous cargo is properly separated & segregated for storage.
5. Supervise care and handling procedures.
6. Prepare a record of Hazardous Material (HAZMAT) processed.

REFERENCE(S):

1. International Maritime Dangerous Goods (IMDG) Code
2. North American Emergency Response Guide
3. CFR 29, Labor (OSHA)
4. CFR 49, Hazardous Material Regulations
5. DCAM 4145.11, Storage & Handling of Hazardous Material
6. DOD 4500.9-R, Defense Transportation Regulation
7. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment
8. MCO P4600.14, Transportation Fac Guide Vol 4
9. MCO P4600.7, USMC Transportation Manual
10. PC-POP III, Performance Oriented Packaging (POP) Personal Computer Program III

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req By (WO)

TASK: 0430.04.03 SUPERVISE EMBARKATION OPERATIONS

CONDITION(S): Given load plans, working personnel, necessary tools and equipment, required supporting documentation, and the references.

STANDARD(S): To ensure a timely and accurate embarkation of cargo and personnel per the references.

PERFORMANCE STEPS:

1. Review the load plans and schedules to determine the sequence of loading.
2. Determine communications requirements.
3. Supervise marshalling and staging operations.
4. Supervise loading and unloading operations.
5. Coordinate ship-to-shore movement.

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REFERENCE(S):

1. AAR, American Association of Railroads (AAR)
2. FMFM 1-8, Ship-To-Shore Movement
3. FMFM 4-6, Movement of Units in Air Force Aircraft
4. JOINT PUB 3-02.1, Landing Force Operations
5. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
6. NWP 22-5, The Naval Beach Group

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

TASK: 0430.04.04 COORDINATE SHIP-TO-SHORE MOVEMENT

CONDITION(S): Given the assignment as a member of a Tactical Logistical Group (TACLOG), an amphibious operation, operations order, landing plan, and the references.

STANDARD(S): To support the MAGTF mission per the operations order.

PERFORMANCE STEPS:

1. Establish TACLOG control procedures per FMFM 4-1.
2. Monitor the established TACLOG communication net for support requirements.
3. Determine the location of sea based support for Combat Service Support (CSS) requests from the supported units.
4. Prepare and submit CSS requests to appropriate sea based location in the required format.
5. Coordinate transportation for the requested CSS with the appropriate ship-to-shore movement coordination agency.
6. Monitor the movement ashore of the requested support.

REFERENCE(S):

1. FMFM 1-8, Ship-To-Shore Movement
2. FMFM 4-1, Combat Service Support Operations
3. JOINT PUB 3-02.1, Landing Force Operations
4. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
5. NWP 22-3, Ship To Shore Movement
6. NWP 22-5, The Naval Beach Group

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MCO 1510.61C
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INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By
(WO)

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DUTY AREA 05 - FISCAL

TASK: 0430.05.01 COMPUTE THE ESTIMATED COST OF TRANSPORTATION

CONDITION(S): Given a transportation request or unit embarkation data, applicable commercial or military transportation rate table, and the references.

STANDARD(S): The ensure unit movement costs are accurate and supportable.

PERFORMANCE STEPS:

1. Determine the number and type of transportation vehicles required.
2. Determine the applicable cost rate tables to use.
3. Calculate the estimated cost for movement of personnel, supplies, cargo, and equipment for each type of conveyance required.
4. Calculate the total transportation cost.

REFERENCE(S):

1. ACART, Applicable Commercial Airlift Rate Tables
2. AFR 76-11, US Government Airlift Rates
3. MCO 4610.35, USMC Equipment Characteristics File

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

TASK: 0430.05.02 MANAGE TRANSPORTATION OF PEOPLE/THINGS (TOP/TOT)ACCOUNTS

CONDITION(S): Given fiscal ledgers, required financial data and reports, comptroller guidance, and the reference.

STANDARD(S): To ensure accurate accounting of authorized funds for ground transportation of supplies, cargo, equipment, and personnel.

PERFORMANCE STEPS:

1. Identify the TOP/TOT obligation authority (received from the comptroller or the unit's fiscal section) and establish the appropriate ledgers.
2. Reserve and obligate the estimated costs for a movement against the account balances.
3. Ensure funds are expended for the movement when the actual Government Bill of Lading (GBL) or invoice is received, and the following steps are performed, as required.
 - a. Investigate any major discrepancies between the estimated and actual costs of the movement.
 - b. Validate and submit the Government Bill of Lading (GBL) or invoice

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to the paying agency, as required.

c. Adjust the accounts to reflect the differences between the estimated and actual costs of the movement.

4. Ensure liquidation reports are reconciled against the expended funds and make adjustments, as required.

5. Ensure financial reports are prepared and submitted to the appropriate agency, as required.

REFERENCE(S):

1. MCO P7100.8, Field Budget Guidance Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 0430.05.03 FORMULATE INPUT FOR TRANSPORTATION BUDGETS

CONDITION(S): Given the Force employment schedule, transportation requirement estimates, cost rate tables, Air Mobility Command (AMC) long range forecasts, historical data, comptroller guidance, and the references.

STANDARD(S): To ensure transportation requirements for unit exercises and deployments are estimated accurately, identify any deficiencies in funding, and provide input to the budget in the prescribed format per the references.

PERFORMANCE STEPS:

1. Compile lift requirements based on the employment schedules and forecasts.
2. Compute the estimated costs of the required transportation.
3. Segregate total costs by funding codes.
4. Identify deficiencies between forecasted requirements and estimated obligation authority, and prepare impact statements, as required.
5. Prepare and submit the budget input and impact statements in the prescribed format to the appropriate agency.

REFERENCE(S):

1. AFR 76-11, US Government Airlift Rates
2. MCO P7100.8, Field Budget Guidance Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

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MOS 0431, EMBARKATION/LOGISTICS AND COMBAT SERVICE SUPPORT SPECIALIST

DUTY AREA 01 - EMBARKATION/LOGISTICS/COMBAT SERVICE SUPPORT SPECIALIST

TASK: 0431.01.01 PERFORM ADMINISTRATIVE FUNCTIONS

CONDITION(S): Given file folders, labels, Standard Subject Identification Codes (SSIC) list, correspondence, reports, messages, and records to be maintained, and the references.

STANDARD(S): To ensure correspondence files are maintained in a current and orderly manner to facilitate retrieval of required information.

PERFORMANCE STEPS:

1. Establish file folders by SSIC sequence or other designators, as required.
2. Maintain correspondence files by fiscal year.
3. File messages in date time group (DTG) sequence.
4. File correspondence, reports, and records in the appropriate file folders in a timely manner.
5. Annotate files in a timely manner, as required.
6. Close out and retain expired files, as required.
7. Destroy or forward expired files for archive, as required.
8. Maintain characteristics/historical data files, as required.

REFERENCE(S):

1. MCO 5210.11, Records Management Program
2. SECNAVINST 5210.11, Standard Subject Identification Codes
3. SECNAVINST P5212.5, Disposal Navy/Marine Corps Records

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (PFC)

TASK: 0431.01.02 PREPARE AN AIRLIFT REQUEST

CONDITION(S): Given a movement order, unit's embarkation data, and the references.

STANDARD(S): To ensure airlift requirements request(s) are prepared and submitted to the appropriate agency based on the unit embarkation data.

PERFORMANCE STEPS:

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1. Determine the amount and type of airlift required based upon the unit's cargo, requirements.
2. Determine the appropriate agency to provide the required airlift (Air Mobility Command (AMC), NAVAIRLOG, organic, etc.).
3. Prepare an airlift request(s) in the format required by the providing agency.

REFERENCE(S):

1. MCO 4610.35, USMC Equipment Characteristics File
2. MCO 4630.6, Military Airlift Command Requirement

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Sgt)

TASK: 0431.01.03 PREPARE A LIFT OF OPPORTUNITY (OPLIFT) REQUEST

CONDITION(S): Given cargo, equipment, and/or personnel to be transported on an "as space becomes available" basis, time for rewarded delivery, and the references.

STANDARD(S): To ensure the required delivery time and characteristics of the items requiring transportation are identified.

PERFORMANCE STEPS:

1. Determine the amount and type of lift required based upon the cargo, equipment, and personnel requiring transportation and the required delivery time.
2. Determine the appropriate agency to provide the required lift (AMC, USN, etc.)
3. Prepare an OPLIFT request(s) in the format required by the providing agency.

REFERENCE(S):

1. MCO 4610.35, USMC Equipment Characteristics File
2. MCO 4630.6, Military Airlift Command Requirement
3. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Cpl)

TASK: 0431.01.04 PROVIDE INPUT IN PREPARATION OF A CARRIER DISCREPANCY REPORT

CONDITION(S): Given a list of discrepancies or carrier performance data from a completed movement evolution, DD Form 1341, and the references.

STANDARD(S): To ensure substandard carrier service is reported to the appropriate agency and in the prescribed period of time per the references.

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PERFORMANCE STEPS:

1. Review the references to determine if the carrier service failures require submission of a discrepancy report or evaluation.
2. Prepare a DD Form 1341 or other appropriate documentation detailing the carrier service failures or evaluation.
3. Submit the required documentation to the appropriate agency within the prescribed period of time.
4. Maintain carrier discrepancy reports or evaluations on file, as required.

REFERENCE(S):

1. AFR 76-38, US Govt/Non-US Govt Airlift Rate
2. MCO 4630.6, Military Airlift Command Requirement
3. MCO P4600.14, Transportation Fac Guide Vol 4
4. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 0431.01.05 CREATE A DATABASE IN THE LOGISTICS AUTOMATED INFORMATION SYSTEM (LOGAIS)

CONDITION(S): Given a computer, LOGAIS, unit's embarkation data, and the reference.

STANDARD(S): To ensure an accurate reflection of all unit assets are loaded into LOGAIS for deployment planning.

PERFORMANCE STEPS:

1. Use Logistics Application of Marking and Reading Symbols (LOGMARS) equipment for data collection and inventory.
2. Enter the automated embarkation system being used and select the required option from the main menu.
3. Enter the unit's embarkation data into the appropriate options and fields.
4. Generate reports showing unit equipment and supplies.
5. Generate ad hoc reports.
6. Review the reports and correct discrepancies.

REFERENCE(S):

1. MDSS II, User's Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (3) Req By (PFC)

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ENCLOSURE (6)

TASK: 0431.01.06 COORDINATE 463L PALLET SYSTEM SUPPORT

CONDITION(S): Given a movement order requiring airlift, unit's embarkation data, and the references.

STANDARD(S): Ensure the appropriate type and quantity of 463L pallet systems equipment is acquired to support the operation.

PERFORMANCE STEPS:

1. Determine the type and quantity of 463L pallet system equipment required to support the operation based on the unit's embarkation data.
2. Prepare and submit a request for the required equipment.
3. Coordinate transportation to pick up the equipment from the providing agency.
4. Inspect each piece of equipment for serviceability prior to acceptance.
5. Coordinate equipment security.
6. Return the equipment upon completion of the operation, as required.

REFERENCE(S):

1. AMC 36-1, AMC Affiliation Program Airlift Planner's Pamphlet
2. FMFM 4-6, Movement of Units in Air Force Aircraft
3. MCO 4610.35, USMC Equipment Characteristics File

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Cpl)

TASK: 0431.01.07 CONDUCT EMBARKATIONS TRAINING

CONDITION(S): Given embarkation personnel or supported unit personnel requiring embarkation training and the references.

STANDARD(S): To ensure embarkation of supported unit's personnel possess the required skills to execute unit embarkation tasks safely and accurately.

PERFORMANCE STEPS:

1. Coordinate with the embarkation officer to identify unit level training requirements (i.e., maintenance of an automated embarkation system database, preparation of cargo, equipment, and supplies for embarkation, marking of embarkation boxes, etc.).
2. Coordinate with the embarkation officer or unit G-3/S-3 to schedule required embarkation training.
3. Develop or utilize existing lesson plans.

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4. Prepare or obtain training aids, as required.
5. Conduct embarkation training, including safety training.
6. Record and report the results, as required.
7. Enforce proper procedures during operations.

REFERENCE(S):

1. FMFM 4-6, Movement of Units in Air Force Aircraft
2. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (LCpl)

TASK: 0431.01.08 MAINTAIN A LOGISTICS/EMBARKATION PUBLICATION LIBRARY

CONDITION(S): Given a NAVMC 2761, other services' publication listings, and the references.

STANDARD(S): To ensure the required publications to conduct or support embarkation evolutions are current, on hand, or are on requisition.

PERFORMANCE STEPS:

1. Review the NAVMC 2761 and other services' publication listings to determine publication requirements (requirements may already have been determined by the embarkation officer).
2. Ensure the unit publication listing and internal distribution list reflect the publication requirements.
3. Ensure all required publications are current, on hand, or on valid requisition.
4. Maintain the publication library per the references.

REFERENCE(S):

1. MCO P4790.2, MIMMS Field Procedures Manual
2. MCO P5600.31, Marine Corps Publications & Printing
3. NAVMC 2761, Publications Stocked by Marine Corps
4. TI-5600, Publication Information Marine Corps Equipment

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (LCpl)

TASK: 0431.01.09 MONITOR CERTIFICATION OF EQUIPMENT FOR AIRLIFT

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CONDITION(S): Given an item or piece of equipment that has not been certified or has incomplete or inaccurate data for air transportation aboard aircraft, blank MTT Form 33(R), and the reference.

STANDARD(S): To ensure the required action are initiated to obtain certification of equipment for transportation aboard an aircraft.

PERFORMANCE STEPS:

1. Identify the item or piece of equipment that has not been certified for transportation aboard an aircraft, or has incomplete or inaccurate data.
2. Determine the required characteristics data (length, width, height, and weight) of the item or piece of equipment and record the results on the MTT form 33(R).
3. Submit the MTT Form 33(R) along with a request for certification through the chain of command to the Military Traffic Management Command Engineering Agency (MTMCTEA).
4. Take the necessary actions to certify the item or piece of equipment per the guidance of MTMCTEA.
5. Coordinate the use of data collection teams or Joint Airborne Air Transportability Training (JA/ATT) test loading, as required.
6. Report the results through the chain of command to MTMCTEA, as required.

REFERENCE(S):

1. MCO 4610.35, USMC Equipment Characteristics File

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Cpl)

TASK: 0431.01.10 ASSIST IN A SHIPBOARD ACCOMMODATION INSPECTION FOR COMPLIANCE WITH THE SHIP'S LOADING CHARACTERISTICS PAMPHLET (SLCP)

CONDITION(S): Given a ship allocated for use by the landing force, applicable SLCP, and the reference.

STANDARD(S): To ensure the physical characteristics of Marine Corps designated spaces accurately depicted in the SLCP.

PERFORMANCE STEPS:

1. Inspect all landing force personnel spaces (i.e., berthing, laundry, weight rooms, etc.).
2. Inspect all cargo stowage spaces.
3. Inspect all cargo/materiel handling equipment for availability and serviceability.
4. Report all discrepancies noted during the inspection.

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REFERENCE(S):

1. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Cpl)

TASK: 0431.01.11 PREPARE LOGISTICS RELATED REPORTS AND FORMS

CONDITION(S): Given an operations order or local SOP, logistics officer guidance, necessary logistics data, and the references.

STANDARD(S): To ensure logistics related reports and forms are accurately prepared and maintained per the references.

PERFORMANCE STEPS:

1. Prepare Logistics Summary Report.
2. Prepare Logistics Status Report.
3. Prepare Supplies Landed Report.
4. Prepare Logistics portion of the situation report (SITREP).
5. Prepare Rapid Request Form.
6. Prepare Work Request Form.

REFERENCE(S):

1. FMFM 3-1, Command and Staff Action
2. FMFM 4-1, Combat Service Support Operations

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 0431.01.12 MAINTAIN A LOGISTICS SITUATION MAP

CONDITION(S): Given an operations order, current information concerning the location supported and CSS units, situation map, and the reference.

STANDARD(S): To ensure an accurate visual representation of the location of CSS facilities, collection points, supported and CSS units, and other information as determined by local SOP.

PERFORMANCE STEPS:

1. Update the location of supported units.
2. Update the location of CSS units, detachments, convoys, etc.

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3. Update the location of CSS facilities (i.e., medical, maintenance, supply, etc.).
4. Update the location of CSS collection and evacuation points (i.e., POW, maintenance, casualty, etc.).
5. Maintain other information as required by the operations order or local SOP.

REFERENCE(S):

1. FMFM 3-1, Command and Staff Action

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Cpl)

TASK: 0431.01.13 MANAGE THE DAILY FUNCTIONING OF A LOGISTICS SECTION

CONDITION(S): Given a working logistics section, logistics officer/chief guidance, and the references.

STANDARD(S): To ensure effective and efficient use of time, personnel and assets in support of the unit logistical requirements.

PERFORMANCE STEPS:

1. Ensure correspondence files are established and maintained in a current and orderly manner.
2. Ensure the publication library is current, complete, and maintained per the established procedures.
3. Ensure logistics status boards, reports maps, etc. are updated and maintained with accurate information.
4. Conduct logistics related training.
5. Determine requirements and coordinate daily logistics (supply, maintenance management, transportation, embarkation preparation, etc.) to the level determined by the logistics officer/chief.

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations
2. MCO 5210.11, Records Management Program
3. MCO P4790.2, MIMMS Field Procedures Manual
4. MCO P5215.17, The USMC Technical Publications System
5. MCO P5600.31, Marine Corps Publications & Printing
6. SECNAVINST P5212.5, Disposal Navy/Marine Corps Records
7. TM 4700-15-1/F, Marine Corps Equipment Forms and Records

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INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

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DUTY AREA 02 - OPERATIONS PLANNING

TASK: 0431.02.01 REVIEW JOINT OPERATIONAL PLANNING AND EXECUTION SYSTEM
(JOPES) INPUT/OUTPUT

CONDITION(S): Given the requirement to conduct mount-out planning or support a unit deployment, applicable joint operational planning and execution system (JOPES) reports, Operation Plan (OPLAN), unit embarkation data, and the reference.

STANDARD(S): To ensure required information is accurately input into the appropriate JOPES databases to support mount-out planning and/or deployment.

PERFORMANCE STEPS:

1. Review the following files or reports to ensure the accuracy of the information entered.
 - a. MAGTF II Time-Phased Force Deployment Data (TPFDD) file.
 - b. MAGTF II Type Unit Characteristics (TUCHA) file.
 - c. MAGTF II Transportation Feasibility Estimator (TFE) file.
 - d. JOPES Scheduling and Movement (S&M) reports.
2. Ensure discrepancies are corrected.
3. Provide unit, equipment, and/or cargo characteristics input into the development of TPFDD's

REFERENCE(S):

1. Applicable JDS Publications

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Cpl)

TASK: 0431.02.02 FORECAST LIFT REQUIREMENTS

CONDITION(S): Given the requirement to support unit operation/deployment commitments, unit embarkation data, Transportation of Things (TOT), and Transportation of People (TOP) requirements, and the references.

STANDARD(S): To ensure accurate forecast in support of unit operation/deployment commitments per the references.

PERFORMANCE STEPS:

1. Review the unit's operation/deployment commitments.
2. Review the unit's embarkation data to determine the type and quantity of cargo, equipment, and personnel requiring lift.
3. Consolidate the lift requirements for required types of lift.

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4. Formulate a lift forecast for the required types of lift.
5. Submit the lift forecast to the appropriate headquarters or agency, as required.

REFERENCE(S):

1. FMFM 4-6, Movement of Units in Air Force Aircraft
2. JOINT PUB 3-02, Joint Doctrine for Amphibious Operations
3. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 0431.02.03 DIRECT PORT OPERATION GROUP (POG) OPERATIONS

CONDITION(S): Given cargo, equipment, a load plan, and personnel offered for embarkation aboard a transport ship and the references.

STANDARD(S): To ensure all cargo, equipment, and personnel are directed to the correct location for embarkation, and cargo and equipment is properly rigged for loading according to the ship's configuration and the load plan.

PERFORMANCE STEPS:

1. Determine requirements to operate Port Operation Group (POG).
2. Supervise and inspect equipment for loading.
3. Prepare and maintain the required forms, charts and reports associated with POG operations.
4. Monitor and record personnel, cargo, and equipment being loaded/unloaded.

REFERENCE(S):

1. FMFM 4-3, MAGTF Landing Support OPS
2. MTMCTEA, PAMPHLET 56-1

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

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DUTY AREA 03 - LOAD PLANNING

TASK: 0431.03.01 PREPARE A LOAD PLAN FOR AN AIRCRAFT

CONDITION(S): Given certification as a aircraft load planner, unit embarkation data, characteristics and capabilities of the aircraft, OPLAN, and the references with or without Computer Aided Load Manifesting System (CALMS).

STANDARD(S): To ensure compliance with the characteristics and capabilities of assigned aircraft per the references.

PERFORMANCE STEPS:

1. Ensure equipment requiring movement complies with the characteristics of the aircraft.
2. Ensure equipment requiring movement is certified for transport in the aircraft.
3. Determine planning center of balance and weight for each 463L pallet to be loaded.
4. Determine planning center of balance and weight for all vehicles to be loaded.
5. Identify any hazardous material and cargo requiring special handling.
6. Position templates on the aircraft diagram.
7. Calculate center of gravity for completed load.
8. Print a computer generated load plan form using an automated system or complete manual load plan form, as applicable.
9. Certify the load plan as conforming to the prescribed regulations.

REFERENCE(S):

1. AMC 36-1, AMC Affiliation Program Airlift Planner's Pamphlet
2. CALMS USER'S MANUAL, Computer Aided Load Manifesting System
3. FMFM 4-6, Movement of Units in Air Force Aircraft
4. MCO 4610.35, USMC Equipment Characteristics File
5. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (3) Req By (LCpl)

TASK: 0431.03.02 PREPARE A SHIP LOAD PLAN

CONDITION(S): Given ship loading characteristics pamphlet or stow plan, hydrostatic data, unit embarkation data, landing plan, and the references.

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STANDARD(S): To ensure the maximum use of shipboard space and flexibility, compliance with the ship(s) characteristics, and supportability of the landing plan.

PERFORMANCE STEPS:

1. Receive and consolidate the required loading documents from each unit embarking supplies, cargo, equipment, and/or personnel aboard a ship.
2. Obtain the unloading priorities and composition of tactical serials from the embarkation team commander.
3. Ensure the equipment to be loaded complies with the characteristics of the ship.
4. Identify hazardous material and cargo requiring special handling.
5. Manually prepare the ship load plan.
 - a. Prepare vehicle, pallet, container, and heavy-lift templates.
 - b. Lay out stowage diagrams in proper horizontal and vertical order.
 - c. Plan the stowage of supplies, cargo, and equipment according to type and priorities.
 - d. Prepare or complete the required documentation per Joint Pub 3-02.2.
 - e. Compute trim, stress, and stability (for a commercial ship).
 - f. Assemble the loading plan in the prescribed sequence per Joint Pub 3-02.2.
6. Prepare a load plan for a ship using an automated embarkation system.
 - a. Establish the database for supplies, cargo, equipment, and/or personnel to be loaded.
 - b. Position the templates on the computer screen.
 - c. Plan the stowage of supplies, cargo, and equipment according to type and priorities.
 - d. Determine trim, stress, and stability (for a commercial ship).
 - e. Produce the computer generated reports and deck diagrams.
7. Certify the load plan as conforming to prescribed regulations.

REFERENCE(S):

1. CAEMS USER'S MANUAL, Computer Aided Embarkation Management System
2. CFR 49, Hazardous Material Regulations
3. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation

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4. MCO 4610.35, USMC Equipment Characteristics File
5. MDSS II, User's Manual
6. NAVSEA OP 4, Ammunition Afloat

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TASK: 0431.03.03 ASSIST IN PREPARING A LOAD PLAN FOR MOVEMENT BY RAIL

CONDITION(S): Given characteristics and performance limits of the rail assets available, unit's embarkation data, OPLAN, and the references.

STANDARD(S): To ensure supportability of the OPLAN, and compliance with the characteristics and performance limits of the rail assets to be used.

PERFORMANCE STEPS:

1. Ensure equipment to be loaded complies with the characteristics of the rail assets.
2. Identify any hazardous material and cargo requiring special handling.
3. Prepare vehicle, pallet, container, and heavy-lift templates.
4. Position templates on the rail diagram.
5. Certify the load plan as conforming to the prescribed regulations.

REFERENCE(S):

1. AAR, American Association of Railroads (AAR)
2. MCO 4610.35, USMC Equipment Characteristics File
3. TM 55-2200-001-12, Application of Blocking, Bracing, and Tie Down Material

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Cpl)

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DUTY AREA 04 - MOVEMENT AND LOADING

TASK: 0431.04.01 PREPARE SUPPLIES AND EQUIPMENT FOR EMBARKATION

CONDITION(S): Given supplies and equipment to be embarked, necessary tools, equipment, and materiel, information concerning the specific type of ship, aircraft, or conveyance to be used, and the references.

STANDARD(S): To ensure compliance with the requirements of the specific type of ship, aircraft, or other conveyance to be used.

PERFORMANCE STEPS:

1. Inspect the supplies and equipment for transportability.
2. Determine the supplies and equipment to be mobile loaded.
 - a. Assist the unit in mobile loading supplies and equipment, as required.
 - b. Ensure that mobile loads are properly secured.
3. Determine 463L pallet requirements.
 - a. Assist the unit in building 463L pallets, as required.
 - b. Ensure equipment and supplies are properly secured on the 463L pallets.
4. Determine warehouse pallet requirements.
 - a. Assist the unit in banding supplies to warehouse pallets, as required.
 - b. Ensure equipment and supplies are properly secured on the warehouse pallets.
5. Identify and segregate hazardous material and cargo.
6. Identify packing requirements for hazardous material and cargo.
7. Mark supplies and equipment as appropriate for the specific conveyance.
8. Compute equipment center of balance, as required.
9. Prepare the required documentation.
10. Stage supplies and equipment, as required.
11. Ensure all supplies and equipment are properly water proofed.

REFERENCE(S):

1. FMFM 4-6, Movement of Units in Air Force Aircraft
2. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
3. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment

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INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By
(PFC)

TASK: 0431.04.02 CERTIFY HAZARDOUS/SPECIAL HANDLING MATERIAL FOR SHIPMENT

CONDITION(S): Given certification, cargo containing hazardous or special handling material, required forms, and the references.

STANDARD(S): To ensure cargo is properly classified and marked for safe shipping.

PERFORMANCE STEPS:

1. Identify cargo requiring special handling.
2. Determine if hazardous cargo has been properly packaged, marked and labeled with placard in place.
3. Certify hazardous cargo using Shippers Declaration of Dangerous Goods.
4. Ensure hazardous cargo is Properly separated and segregated.
5. Ensure proper care in handling hazardous cargo.
6. File documentation, as required.

REFERENCE(S):

1. International Maritime Dangerous Goods (IMDG) Code
2. North American Emergency Response Guide
3. CFR 29, Labor (OSHA)
4. CFR 49, Hazardous Material Regulations
5. DCAM 4145.11, Storage & Handling of Hazardous Material
6. DOD 4500.9-R, Defense Transportation Regulation
7. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment
8. MCO P4600.14, Transportation Fac Guide Vol 4
9. MCO P4600.7, USMC Transportation Manual
10. PC-POP III, Performance Oriented Packaging (POP) Personal Computer Program III

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req By
(Cpl)

TASK: 0431.04.03 CONDUCT MARSHALLING/STAGING OPERATIONS

CONDITION(S): Given load plans, required supporting documentation, and the references.

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ENCLOSURE (6)

STANDARD(S): To ensure all cargo, equipment, and personnel are prepared for loading per the references.

PERFORMANCE STEPS:

1. Prepare the marshalling/staging area according to guidance and plans provided.
2. Ensure staging supports the sequence of loading.
3. Establish communication and controls for Material Handling Equipment (MHE).
4. Coordinate logistics requirements for marshalling/staging operations personnel (subsistence, transportation, billeting, etc.).
5. Evaluate shelter capacity versus requirement to protect cargo and equipment from the elements.
6. Coordinate personnel for security and traffic control.
7. Establish communications.
8. Develop marshalling/staging area diagrams depicting the segregation of supplies and equipment into sequence for loading per the load plans.
9. Submit requests for the required supplies, equipment, and support personnel.
10. Brief personnel on marshalling and/or staging plans, schedules, and diagrams.
11. Establish the marshalling/staging area.
12. Coordinate the movement of cargo, equipment, and personnel to and through the marshalling/staging area.
13. Inform the designated movement control center (MCC) of the status of equipment and vehicle movement.
14. Stage cargo and equipment according to the staging diagram.
15. Inspect staged cargo and equipment to ensure it has been prepared in compliance with the specified type of ship, aircraft, or conveyance.
16. Supervise the correction of discrepancies noted in the preparation of cargo and equipment.
17. Upon completion of loading, disestablish the marshalling/staging area.

REFERENCE(S):

1. FMFM 4-6, Movement of Units in Air Force Aircraft
2. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Cpl)

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ENCLOSURE (6)

TASK: 0431.04.04 CONDUCT LOADING OPERATIONS

CONDITION(S): Given cargo, equipment, and personnel to be loaded, surface or aerial port of embarkation, required conveyance, load plans, and references.

STANDARD(S): To ensure safety, rapid throughput, constant control and accountability, and compliance with the load plans.

PERFORMANCE STEPS:

1. Coordinate the use of required port facilities with the appropriate agencies.
2. Determine supporting supply, equipment, and personnel requirements.
3. Coordinate the use of equipment at the port facility.
4. Coordinate the movement of cargo, equipment, and personnel from the applicable marshalling/staging areas to the loading area.
5. Monitor the embarkation and stowage of cargo and equipment.
6. Compute the estimate of time to complete loading operations.
7. Prepare and submit loading reports, as required.

REFERENCE(S):

1. FMFM 4-6, Movement of Units in Air Force Aircraft
2. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (24) Req By (SSgt)

TASK: 0431.04.05 ASSIST IN THE COORDINATION OF SHIP TO SHORE MOVEMENT

CONDITION(S): Given the assignment as a member of a Tactical Logistical Group (TACLOG), an amphibious operation, operations order, landing plan, and the references.

STANDARD(S): To ensure supportability of the MAGTF mission per the operations order.

PERFORMANCE STEPS:

1. Establish or identify TACLOG control procedures.
2. Monitor the established TACLOG communications net for support requirements.
3. Determine the location of sea based support for CSS requests from the supported units.
4. Prepare and submit CSS requests to the appropriate sea base location in the required format.

5. Coordinate transportation for the requested CSS with the appropriate ship-to-shore movement coordination agency.
6. Monitor the movement ashore of the requested support.

REFERENCE(S):

1. FMFM 1-8, Ship-To-Shore Movement
2. FMFM 4-1, Combat Service Support Operations
3. JOINT PUB 3-02.1, Landing Force Operations
4. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
5. NWP 22-5, The Naval Beach Group

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

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ENCLOSURE (6)

DUTY AREA 05 - FISCAL

TASK: 0431.05.01 COMPUTE THE COST OF AN AIRLIFT

CONDITION(S): Given an airlift request or unit embarkation data, and references.

STANDARD(S): To ensure computations are accurate per the references.

PERFORMANCE STEPS:

1. Determine the number and type of aircraft required based upon the submitted request or the unit's embarkation data.
2. Determine the applicable rate tables to use based upon pickup location, origination of aircraft, destination of flight, and type aircraft requirements.
3. Using the applicable rate table, calculate the estimated cost for airlift of supplies, cargo, equipment and personnel for each type of aircraft required.
4. Calculate the total cost for all aircraft required.

REFERENCE(S):

1. AFR 76-11, US Government Airlift Rates
2. AMC, AMC Airlift Rates
3. MCO 4610.35, USMC Equipment Characteristics File

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Cpl)

TASK: 0431.05.02 MANAGE TRANSPORTATION OF PEOPLE/THINGS (TOP/TOT) ACCOUNTS

CONDITION(S): Given fiscal ledgers, required financial data and reports, comptroller guidance, and the references.

STANDARD(S): The TOP/TOT accounts will be maintained to accurately account for funds obligated for the ground transportation of supplies, cargo, equipment, and personnel.

PERFORMANCE STEPS:

1. Identify the TOP/TOT obligation authority (received from the comptroller or the unit's fiscal section) and establish the appropriate ledgers.
2. Investigate any major discrepancies between the estimated and actual cost of the movement.
3. Validate and submit the Government Bill of Lading (GBL) or invoice to the paying agency, as required.
4. Adjust the accounts to reflect the differences between the estimated and actual cost of the movement.

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5. Validate liquidation reports against the expended funds and make any adjustments, as required.
6. Prepare and submit financial reports to the appropriate agency, as required.

REFERENCE(S):

1. MCO P7100.8, Field Budget Guidance Manual
2. SOP, Local Standing Operating Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Sgt)

TASK: 0431.05.03 PROVIDE INPUT FOR TRANSPORTATION BUDGET

CONDITION(S): Given the deployment schedule, transportation requirement estimates, cost rate tables, Air Mobility Command (AMC) long range forecasts, historical data, comptroller guidance, and the references.

STANDARD(S): To ensure transportation cost are estimated accurately and funding deficiencies are identified, per the references.

PERFORMANCE STEPS:

1. Compile lift requirements based on the deployment schedules and forecasts.
2. Compute the estimated costs of the required transportation.
3. Identify deficiencies between forecasted requirements and estimated obligation authority, and prepare impact statements, as required.
4. Prepare and submit the budget input and impact statements in the prescribed format to the appropriate agency.

REFERENCE(S):

1. AFR 76-11, US Government Airlift Rates
2. AMC, AMC Airlift Rates
3. MCO P7100.8, Field Budget Guidance Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

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ENCLOSURE (6)

DUTY AREA 06 - SUPPLY

TASK: 0431.06.01 DETERMINE A UNIT'S CLASS I, III, AND V REQUIREMENTS

CONDITION(S): Given an Operation Plan (OPLAN) with a specified duration, commander's guidance, T/O&E, computed requirements, and the references.

STANDARD(S): To ensure the sustainment of the unit conducting an assigned mission.

PERFORMANCE STEPS:

1. Review the OPLAN or applicable documents for operation data.
2. Determine class I and water requirement computations.
3. Determine class III requirement computations.
4. Determine class V requirement computations.

REFERENCE(S):

1. FM 101-10-1, Staff Officer's Field Manual
2. MCO 5500.6, Arming of Security and Law Enforcement Personnel and The Use of Force
3. MCO 8010.1, CLASS V(W) SUP FMF CBT OP
4. MCO P10110.14, Food Service SOP
5. MCO P8011.4, USMC T/A Class V (W) Material (Peacetime)
6. NAVMC 1017, Table of Authorized Material

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TASK: 0431.06.02 COORDINATE REQUEST FOR COMBAT SERVICE SUPPORT (CSS)

CONDITION(S): Given the billet of an operations chief of the CSSE of a MAGTF, requirement to support a MAGTF element, commander/logistics officer guidance, and the references.

STANDARD(S): To ensure effective CSS to each element of the MAGTF.

PERFORMANCE STEPS:

1. Review the internal flow of support requests submitted to logistics office.
2. Review support requests from the supported unit(s).
3. Review operational requirements and provide logistics/CSS input to support the concept of operations.

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4. Compile and consolidate logistics/CSS requirements to support the concept of operations.
5. Submit requests beyond the organic capabilities of the unit to the supporting CSSE.
6. Monitor the overall request support system to ensure continued, efficient functioning.

REFERENCE(S):

1. FM 101-10-1, Staff Officer's Field Manual
2. FMFM 3-1, Command and Staff Action
3. FMFM 4-1, Combat Service Support Operations
4. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
5. MCO P8011.4, USMC T/A Class V (W) Material (Peacetime)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

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ENCLOSURE (6)

DUTY AREA 07 - TRANSPORTATION

TASK: 0431.07.01 COORDINATE TRANSPORTATION FOR A UNIT OPERATION/DEPLOYMENT

CONDITION(S): Given the requirement to support a unit operation/deployment, Operation Plan (OPLAN), listing of supplies, equipment, and personnel requiring transportation, and the references.

STANDARD(S): To ensure sufficient assets are available for unit movement.

PERFORMANCE STEPS:

1. Review the OPLAN and list of supplies, equipment, and personnel requiring transportation.
2. Determine the type and quantity of transportation required.
3. Prepare and forward requests for transportation to the appropriate agency, as required.
4. Prepare and forward a movement schedule to the appropriate units.
5. Monitor the execution of the movement to ensure compliance with the OPLAN and movement schedule.

REFERENCE(S):

1. MCO 4630.6, Military Airlift Command Requirement
2. MCO P4600.7, USMC Transportation Manual
3. TC-AIMS USER MANUAL, Transportation Coordinator's Automated Information for Movements System

ADMINISTRATIVE INSTRUCTIONS:

1. This task can be accomplished using TCAIMS.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

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ENCLOSURE (6)

MOS 0451, AIR DELIVERY SPECIALIST

DUTY AREA 01 - INSPECTION

TASK: 0451.01.01 CONDUCT A TECHNICAL RIGGER INSPECTION (TRI)

CONDITION(S): Given an airdrop item, packing tables or floor space as required, and the references.

STANDARD(S): To ensure airdrop items are inspected with 100 percent accuracy.

PERFORMANCE STEPS:

1. Inspect deployment bag, static line, and snap hook (as applicable).
2. Inspect canopy, suspension lines, and risers (as applicable).
3. Inspect pack tray and harness as applicable.
4. Inspect platform sections, rails, and all other components and component parts of an airdrop platform.

REFERENCE(S):

1. FM 10-500-2, Rigging Airdrop Platforms
2. TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment
3. TM 10-1670-268-20&P, Type V Airdrop Platform
4. TM 10-1670-281-23 P, 64-foot Diameter G-12 D/E Cargo Parachute

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (PFC)

TASK: 0451.01.02 CONDUCT A PACK-IN-PROCESS INSPECTION FOR PERSONNEL OR CARGO PARACHUTE

CONDITION(S): Given a personnel or cargo parachute, all associated equipment and material, and the references.

STANDARD(S): To ensure the parachutes are packed with 100 percent accuracy.

PERFORMANCE STEPS:

1. Conduct a pack-in-process inspection upon completion of each of the steps contained in the references.
2. Correct any packing discrepancies immediately.
3. Process all deficient items for maintenance.

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ENCLOSURE (6)

REFERENCE(S):

1. STP 10-43E 14-SM-TG, Parachute Rigger MOS 43E Series 1-4
2. TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment
3. TM 10-1670-272-23&P, Personnel Parachute, MCI-1B

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Cpl)

TASK: 0451.01.03 CONDUCT AN IN-STORAGE INSPECTION

CONDITION(S): Given an airdrop item placed in storage and the references.

STANDARD(S): To ensure all items are in satisfactory condition.

PERFORMANCE STEPS:

1. Determine which items are to be inspected.
2. Physically check for deterioration and damage.
3. Ensure all required modifications and similar requirements have been made to the items.
4. Process defective items for maintenance.

REFERENCE(S):

1. TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Cpl)

CURRENT MCI(S):

1. TM 10-1670-272-23&P, Personnel Parachute, MCI-1B
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TASK: 0451.01.04 CONDUCT A ROUTINE INSPECTION ON A PACKED OR RIGGED FOR AIRDROP ITEM

CONDITION(S): Given certification as a parachute rigger, an item packed or rigged for airdrop, and the references.

STANDARD(S): To ensure the serviceability of all visible components.

PERFORMANCE STEPS:

1. Visually inspect all visible components of the air drop item.
2. Immediately correct any packing or rigging discrepancies.
3. Process deficient items for maintenance.

REFERENCE(S):

Appendix E to
ENCLOSURE (6)

1. TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment
2. TM 10-1670-281-23 P, 64-foot Diameter G-12 D/E Cargo Parachute

ADMINISTRATIVE INSTRUCTIONS: REQUIRES JOINT AIRDROP INSPECTOR COURSE CERTIFICATION AT FORMAL SCHOOL.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (1) Req By (Cpl)

TASK: 0451.01.05 CONDUCT A FINAL SHOP INSPECTION OF AIRDROP LOADS

CONDITION(S): Given a rigged load, DD Form 1748, and the references.

STANDARD(S): To ensure the load is rigged with 100 percent accuracy.

PERFORMANCE STEPS:

1. Inspect the load data tag, extraction system, parachute, release assembly, suspension sling, lashing, and general appearance.
2. Correct any rigging discrepancies immediately.
3. Complete a DD Form 1748, as required.

REFERENCE(S):

1. FM 10-5, Series publications
2. FM 10-500-2, Rigging Airdrop Platforms
3. MCO 13480.1, JT Airdrop Insp Rec Malfunction

ADMINISTRATIVE INSTRUCTIONS: REQUIRES JOINT AIRDROP INSPECTOR (JAI) COURSE CERTIFICATION AT FORMAL SCHOOL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TASK: 0451.01.06 CONDUCT A MALFUNCTION INSPECTION

CONDITION(S): Given a situation in which an airdrop item malfunctioned, the item that malfunctioned, necessary items to reconstruct the original pack or load, necessary tools and equipment, DD Form 1748-4, and the references.

STANDARD(S): To determine cause on 100% of parachute malfunctions.

PERFORMANCE STEPS:

1. Inspect malfunctioned airdrop item, if available.
2. Reconstruct original packing or load of malfunction item, as required.

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MCO 1510.61C
26 JAN 99

3. Record all findings on a DD form 1748-4.

REFERENCE(S):

1. AR 59-4, Joint Airdrop Inspection Records, Malfunction Investigation & Activity Reports
2. TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (1) Req By (Cpl)

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ENCLOSURE (6)

DUTY AREA 02 - EQUIPMENT PREPARATION

TASK: 0451.02.01 PACK A 68 INCH DIAMETER PILOT PARACHUTE FOR EITHER THE BREAKAWAY OR NON-BREAKAWAY METHOD, USING THE PACK-IN PROCESS

CONDITION(S): Given a 68 inch diameter pilot parachute, necessary tools and expendable material, and the references.

STANDARD(S): With 100 percent accuracy per the references.

PERFORMANCE STEPS:

1. Place the parachute in proper layout.
2. Fold gores and flat fold the canopy.
3. Attach the deployment bag to the pilot parachute utilizing the appropriate tie.
4. Stow the canopy inside the deployment bag.
5. Apply the bag closing tie.
6. S-fold the static line.
7. Tag the parachute as breakaway or non-breakaway.

REFERENCE(S):

1. FM 10-500-3, Rigging Containers
2. TM 10-1670-281-23 P, 64-foot Diameter G-12 D/E Cargo Parachute

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

TASK: 0451.02.02 PACK AN MC1-1 B/C TROOP BACK PARACHUTE UTILIZING THE PACK-IN PROCESS

CONDITION(S): Given an MC1-1 B/C troop back parachute, necessary tools and expendable material, and the references.

STANDARD(S): With 100 percent accuracy per the references.

PERFORMANCE STEPS:

1. Place the parachute in proper layout.
2. Fold gores and flatfold the canopy.
3. Longfold the canopy and tie the breakcord tie.
4. Stow the canopy inside the deployment bag, form two locking stows, and make the first regular suspension line stow.
5. Stow the suspension lines.

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ENCLOSURE (6)

6. Close the parachute pack.
7. Stow the static line.

REFERENCE(S):

1. TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment
2. TM 10-1670-292-23&P, Personnel Parachute, MC1-1C

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

TASK: 0451.02.03 PACK A HIGH ALTITUDE/LOW OPENING (HALO) RAM AIR PARACHUTE UTILIZING THE PACK-IN PROCESS

CONDITION(S): Given a HALO ram air parachute, necessary tools, and the references.

STANDARD(S): With 100 percent accuracy per the references.

PERFORMANCE STEPS:

1. Conduct suspension line checks.
2. Set the deployment brakes.
3. Flake the canopy.
4. Fold the canopy.
5. Fold the tail.
6. Stow the canopy inside the deployment bag.
7. Stow the suspension lines.
8. Close the container.

REFERENCE(S):

1. IRAPS INTERIM, Manual
2. TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment
3. TM 10-1670-287-23&P, Ram Air Parachute, MC 4

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

TASK: 0451.02.04 PACK A 12 OR 26 FOOT HIGH VELOCITY CARGO PARACHUTE FOR EITHER THE BREAKAWAY OR NON-BREAKAWAY UTILIZING THE PACK-IN PROCESS

Appendix E to
ENCLOSURE (6)

CONDITION(S): Given a 12 or 26 foot high velocity cargo parachute, necessary tools, expendable material, and the references.

STANDARD(S): With 100 percent accuracy per the references.

PERFORMANCE STEPS:

1. Place the parachute in proper layout.
2. Fold gores and flatfold the canopy.
3. Longfold the canopy and tie the breakcord tie.
4. Stow the canopy inside the deployment bag.
5. Apply the appropriate bag closing ties.
6. Tie the suspension line protector flap.
7. Stow the risers and static line, and sign log record book.
8. Stow the static line for breakaway, as required.
9. Tag the parachute as breakaway or non-breakaway.

REFERENCE(S):

1. FM 10-5, Series publications
2. FM 10-500-3, Rigging Containers
3. TM 10-1670-275-23&P, 12-foot High Velocity Cargo Parachute
4. TM 10-1670-276-23&P, 26-foot High Velocity Cargo Parachute

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

TASK: 0451.02.05 PACK A G-13 AND G-14 CARGO PARACHUTE FOR EITHER BREAKAWAY OR NON-BREAKAWAY UTILIZING THE PACK-IN PROCESS

CONDITION(S): Given a G-13 and G-14 cargo parachute, necessary tools, expendable material, and the reference.

STANDARD(S): With 100 percent accuracy per the references.

PERFORMANCE STEPS:

1. Place the parachute in proper layout.
2. Fold gores and flatfold the canopy.
3. Longfold the canopy 180 degrees to the air channel.
4. Stow the canopy and breakcord tie.

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ENCLOSURE (6)

5. Attach the static line for either breakaway or non-breakaway during pack-up.
6. Close the pack.
7. Stow the static line and cross risers over the top of the pack and secure to the bag tiedown straps.
8. Tag the parachute as breakaway or non-breakaway.

REFERENCE(S):

1. FM 10-5, Series publications

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

TASK: 0451.02.06 PACK A 15, 22, OR 28 FOOT CARGO EXTRACTION PARACHUTE
UTILIZING THE PACK-IN PROCESS

CONDITION(S): Given a 15, 22, or 28 foot cargo extraction parachute, necessary tools, expendable material, and the references.

STANDARD(S): With 100 percent accuracy per the references.

PERFORMANCE STEPS:

1. Place the parachute in proper layout.
2. Fold gores and flatfold the canopy.
3. Longfold the canopy.
4. Stow the canopy inside the deployment bag.
5. Apply the canopy tie inside the deployment bag.
6. Stow the suspension lines into the stowage flap.
7. Apply the appropriate bag closing ties.
8. Stow the adapter web and sign the log record book.

REFERENCE(S):

1. FM 10-5, Series publications
2. TM 10-1670-282-23&P, 34 foot G-14 Cargo Parachute

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

TASK: 0451.02.07 PACK A SLING/EXTRACTION LINE PANEL FOR THE LOW VELOCITY
METHOD OF AIRDROP USING EITHER 60 OR 120 FOOT NYLON EXTRACTION LINE WEBBING

Appendix E to
ENCLOSURE (6)

CONDITION(S): Given a sling/extraction line panel, extraction line, necessary tools and expendable material, and the reference.

STANDARD(S): With 100 percent accuracy per the reference.

PERFORMANCE STEPS:

1. Pack a sling/extracted line panel with a 60 foot nylon extraction line.
 - a. Lay out the sling/extraction line panel.
 - b. Stow the extraction line.
 - c. Fold the panel, lace the ends of the panel, and install the ties.
2. Pack a sling/extraction line panel with a 120 foot nylon extraction line.

REFERENCE(S):

1. TM 10-1670-286-20, Sling/Extraction Line Panel

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

TASK: 0451.02.08 RIG A LOAD FOR THE LOW VELOCITY METHOD OF AIRDROP

CONDITION(S): Given a load requiring airdrop, cargo parachute, necessary tools and expendable material, and the references.

STANDARD(S): With 100 percent accuracy per the references.

PERFORMANCE STEPS:

1. Prepare a platform for airdrop.
2. Prepare the load.
3. Position the load on the platform.
4. Lash the load to the platform.
5. Install the extraction system.
6. Install the release device.
7. Attach the parachute to the load.
8. Inspect the load for discrepancies.
9. Correct any discrepancies and replace any defective items.

REFERENCE(S):

1. FM 10-5, Series publications

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ENCLOSURE (6)

2. FM 10-500-2, Rigging Airdrop Platforms

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By
(PFC)

TASK: 0451.02.09 RIG AN A-22 CARGO BAG FOR THE LOW OR HIGH VELOCITY METHOD OF
AIRDROP

CONDITION(S): Given a load requiring airdrop, A-22 cargo bag, low or high
velocity cargo parachute, necessary tools and expendable material, and the
reference.

STANDARD(S): With 100 percent accuracy per the reference.

PERFORMANCE STEPS:

1. Prepare the equipment for airdrop.
2. Prepare a skid board.
3. Run the appropriate length of half inch tubular nylon webbing on the
skid board.
4. Place the appropriate size of honeycomb on the skid board.
5. Center the A-22 cargo bag sling assembly, cargo bag cover, and the load
on the skid board.
6. Fold the cover over the load.
7. Secure the load and cover.
8. Install the appropriate cargo parachute on the load.
9. Inspect the load and correct any discrepancies.
10. Mark the load data tag.

REFERENCE(S):

1. FM 10-500-3, Rigging Containers

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By
(PFC)

TASK: 0451.02.10 RIG AN A-7A CONTAINER FOR THE LOW OR HIGH VELOCITY METHOD OF
AIRDROP

CONDITION(S): Given a load requiring airdrop, A-7A straps, D-rings, low or high
velocity cargo parachute, necessary tools and expendable material, and the
reference.

STANDARD(S): With 100 percent accuracy per the reference.

PERFORMANCE STEPS:

1. Prepare the equipment for airdrop (pads, tape, cushioning material), as
required.
2. Prepare two A-7A straps on a flat surface.

3. Center the load on the A-7A strap.
4. Fasten the strap and secure the excess strapping.
5. Install the appropriate cargo parachute on the load.
6. Inspect the load and correct any discrepancies.

REFERENCE(S):

1. FM 10-500-3, Rigging Containers

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (PFC)

TASK: 0451.02.11 RIG INDIVIDUAL EQUIPMENT FOR A COMBAT EQUIPMENT JUMP

CONDITION(S): Given an ALICE pack with frame, personnel parachute, H-harness, HPT lowering line, and the reference.

STANDARD(S): With 100 percent accuracy per the reference.

PERFORMANCE STEPS:

1. Rig the ALICE pack to the H-harness.
2. Attach the D-ring attaching to the H-harness.
3. Attach the HPT lowering line to the cross of the H-harness.
4. Attach the snap hooks of the D-ring attaching straps to the D-rings of the parachute main lift web.
5. Attach the HPT lowering line quick ejector snap to the accessory attaching ring on the lowering line adapter web.

REFERENCE(S):

1. FM 57-220, Basic Parachute Techniques & Training

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (PFC)

TASK: 0451.02.12 PREPARE AN EXTRACTION FORCE TRANSFER COUPLING (EFTC)

CONDITION(S): Given an EFTC, necessary tools, and the reference.

STANDARD(S): With 100 percent accuracy per the reference.

PERFORMANCE STEPS:

1. Remove the locking pin on the EFTC and rotate the cover rearward.

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2. Attach the clevis on the cable to the cable actuator with the straight pin and cotter pin.
3. Pull on the spring-loaded pin to release the actuator arm from the uncocked position.
4. Rotate the actuator arm clockwise so that the adjusting collar on the cable fits inside the end slot of the actuator.
5. Insert the locking pin to hold the arm in place after the actuator is armed.
6. Tighten the locking nut on the cable until the nut is flush with the actuator body.
7. Adjust the collar so it is flush against the inside of the actuator body.
8. Push up on the catch, push down on the retainer hook and idler link to free the cam, and remove the link assembly.
9. Set the edge of the cam in place within the latch.
10. Repeat steps 8 and 9 above.
11. Push the cam into place.
12. Push the lock link up to engage the retainer hook.
13. Align the dot on the lock link with the arrow on the latch.
14. Test the EFTC and dispose of it if any discrepancies or malfunctions are found.

REFERENCE(S):

1. FM 10-500-2, Rigging Airdrop Platforms

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

TASK: 0451.02.13 PREPARE AN M-1 OR M-2 CARGO PARACHUTE RELEASE ASSEMBLY

CONDITION(S): Given an M-1 or M-2 release assembly, necessary tools and expendable material, and the reference.

STANDARD(S): With 100 percent accuracy per the reference.

PERFORMANCE STEPS:

1. Place the release assembly down ensuring the release timer is down in the housing.
2. Move the upper suspension link to the right or left as far as it will go.

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3. Open the arm of the parachute connector and fit the arms of the suspension link with the tips together in the grooves of the retaining clamp.
4. Fit a retainer band around the parachute connector to aid in assembly.
5. Move the upper suspension link back to the center of the release, and arm the timer.
6. Tie the arming wire lanyard to the suspension link with a double length of quarter inch cotton webbing.
7. Fold the slack in the lanyard and tape the folds in place.
8. Fold the slack in the lanyard between the safety tie and the arming wire, and tape the fold to the face side plate.
9. Tie one end of a five foot length of type I/II nylon cord to one side of the lower suspension link (dragline).
10. Tie the other end of the dragline to a parachute connector link.
11. Fold the slack in the dragline, and tape the folds in place.

REFERENCE(S):

1. FM 10-500-2, Rigging Airdrop Platforms

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

TASK: 0451.02.14 ASSEMBLE A TYPE V PLATFORM FOR AIRDROP

CONDITION(S): Given panels, rails, component parts, necessary tools, and the reference.

STANDARD(S): With 100 percent accuracy per the reference.

PERFORMANCE STEPS:

1. Determine the size of the platform required.
2. Determine the number of panels, rails, and component parts required.
3. Assemble all component parts to the platform.
4. Tighten all nuts and bolts.
5. Inspect the platform for dents, bows, and rips.

REFERENCE(S):

1. TM 10-1670-268-20&P, Type V Airdrop Platform

ADMINISTRATIVE INSTRUCTIONS: MOJT

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (PFC)

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TASK: 0451.02.15 LABEL HAZARDOUS CARGO RIGGED FOR AIRDROP

CONDITION(S): Given a load rigged for airdrop containing hazardous material and the references.

STANDARD(S): Using proper marking labels per the references.

PERFORMANCE STEPS:

1. Identify what type of hazardous material has been rigged.
2. Determine the compatibility with other hazardous material.
3. Determine storage requirements.
4. Determine if hazardous material can be transported with personnel.
5. Determine the weight of the items.
6. Determine if a hot pad rigging site is required for explosives.
7. Label all hazardous material.

REFERENCE(S):

1. FM 10-5, Series publications
2. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment

ADMINISTRATIVE INSTRUCTIONS: REQUIRES HAZARDOUS MATERIAL CERTIFICATION

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (LCpl)

TASK: 0451.02.16 SUPERVISE THE OPERATIONS OF AN AIRDROP RIGGING ACTIVITY

CONDITION(S): Given the billet of NCOIC of an airdrop rigging activity, a working airdrop rigging activity, and the reference.

STANDARD(S): To ensure tasks performed by are accomplished per the reference.

PERFORMANCE STEPS:

1. Supervise the rigging of platform loads and airdrop containers for airdrop.
2. Supervise the installation of cargo parachutes.
3. Inspect the loads for load standards and weight limitations.
4. Ensure the correct extraction system is used.
5. Ensure all discrepancies are immediately corrected.

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REFERENCE(S):

1. FM 10-400, QM Airdrop & Airdrop Equipment Support Unit

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Sgt)

TASK: 0451.02.17 SUPERVISE THE OPERATIONS OF A PARACHUTE PACKING ACTIVITY

CONDITION(S): Given the billet of NCOIC of a parachute packing activity, a parachute packing activity, and the references.

STANDARD(S): To ensure tasks are accomplished per the references.

PERFORMANCE STEPS:

1. Supervise the packing of personnel, emergency type, and light cargo parachutes.
2. Inspect the packing of all parachutes during all required intervals of the pack-in process.
3. Ensure discrepancies are immediately corrected.
4. Ensure required entries are recorded in the logbook and master log.

REFERENCE(S):

1. FM 10-400, QM Airdrop & Airdrop Equipment Support Unit
2. TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Sgt)

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DUTY AREA 03 - EQUIPMENT RECOVERY

TASK: 0451.03.01 SHAKE OUT A PERSONNEL PARACHUTE

CONDITION(S): Given a jumped personnel parachute, rope, pulley, and the reference.

STANDARD(S): To ensure 100% of tangles and debris are extracted from the parachute and associated equipment.

PERFORMANCE STEPS:

1. Attach the bridle loop to the snap on the pulley rope.
2. Raise the rope to the various appropriate heights and perform the shake out process on the canopy.
3. S-fold the dry suspension lines and dry and dry canopy into an aviator's kit bag, and snap the bag closed.

REFERENCE(S):

1. TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (PFC)

TASK: 0451.03.02 MONITOR THE IN-STORAGE QUALITY CONTROL PROGRAM

CONDITION(S): Given a storage facility, airdrop items requiring storage, and the reference.

STANDARD(S): To ensure airdrop items placed in storage are maintained in 100 percent working condition.

PERFORMANCE STEPS:

1. Ensure airdrop items are properly stored.
2. Mark and segregate airdrop items for easy accessibility and identification.
3. Rotate stocks periodically and conduct proper housekeeping procedures and safety regulations at all times.

REFERENCE(S):

1. TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Cpl)

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ENCLOSURE (6)

DUTY AREA 04 - EQUIPMENT MAINTENANCE

TASK: 0451.04.01 PERFORM A RIGGER-ROLL ON PARACHUTES

CONDITION(S): Given a parachute requiring repair, necessary tools and equipment, and the reference.

STANDARD(S): To prepare for the maintenance activity.

PERFORMANCE STEPS:

1. Place the parachute in proper layout and apply partial tension.
2. Clip each group of gores and tighten and roll separate groups together.
3. Release tension and disconnect the canopy at the bridle loop..
4. Complete folding upper canopy.
5. Disconnect the suspension lines/risers from the tension plate.
6. Secure the canopy assembly inside of the pack tray.
7. Tag the parachute and process it for maintenance.

REFERENCE(S):

1. TM 10-1670-292-23&P, Personnel Parachute, MC1-1C

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (PFC)

TASK: 0451.04.02 APPLY A BASIC SEWN PATCH TO A PARACHUTE

CONDITION(S): Given a damaged parachute requiring a sewn patch, necessary tools and equipment, necessary patch material, and reference.

STANDARD(S): To ensure serviceability of the parachute is maintained per the references.

PERFORMANCE STEPS:

1. Cut out the damaged area of the parachute.
2. Cut the appropriate size patch to fit the damaged area.
3. Baste the patch to the damaged area.
4. Sew the canopy inside then outside.
5. Remove the basting thread from the patch.
6. Attach a "back in service" tag to the parachute.

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ENCLOSURE (6)

REFERENCE(S):

1. TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 0451.04.03 REPLACE A CANOPY GORE SECTION

CONDITION(S): Given a parachute with a damaged gore section, necessary tools and equipment, necessary repair materiel, and references.

STANDARD(S): To ensure serviceability of the parachute is maintained per the references.

PERFORMANCE STEPS:

1. Prepare canopy.
2. Remove the damaged section.
3. Baste the raw edges of the trimmed seams to the diagonal and radial seams.
4. Bias cut a nylon parachute cloth patch.
5. Position the fabric patch.
6. Baste edges and remove the push pins.
7. Sew around the outside then inside of the new section.
8. Remove all basting and ensure that the radial tape moves freely in its channel.

REFERENCE(S):

1. TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment
2. TM 10-1670-292-23&P, Personnel Parachute, MC1-1C

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (PFC)

TASK: 0451.04.04 PERFORM A SUSPENSION SLING SPLICE

CONDITION(S): Given a damaged suspension sling, necessary tools and equipment, necessary splicing material, and the references.

STANDARD(S): To ensure serviceability of the parachute is maintained per the references.

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PERFORMANCE STEPS:

1. Cut out the damaged area of the sling.
2. Cut the appropriate length of materiel needed to make the splice.
3. Sew the ends of the cut out material to the ends of the sling with a four point "W W formation" on both sides.
4. Inspect the quality of the splice.
5. Attach a "back in service" tag to the sling.

REFERENCE(S):

1. TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment
2. TM 10-1670-240-20/TO, Miscellaneous Airdrop Canvas Webbing Metal and Wood Items

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

TASK: 0451.04.05 PERFORM A SUSPENSION LINE SPLICE

CONDITION(S): Given a parachute with a damaged suspension line, necessary tools and equipment, necessary splicing material, and the reference.

STANDARD(S): To ensure serviceability of the parachute is maintained per the reference.

PERFORMANCE STEPS:

1. Cut the required length of either fibrous cord or coreless fibrous cord (depending on the kind of suspension line being spliced).
2. Splice the suspension line.
3. Attach a "back in service" tag to the parachute.

REFERENCE(S):

1. TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

TASK: 0451.04.06 REPAIR A TROOP BACK PARACHUTE PACK TRAY

CONDITION(S): Given a damaged pack tray, necessary tools and equipment, necessary repair material, and the reference.

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ENCLOSURE (6)

STANDARD(S): To ensure 100 percent serviceability of the pack tray is maintained per the reference.

PERFORMANCE STEPS:

1. Sew the basic patch.
2. Repair all keepers and strap/line retainers, loops, waistband and adjuster, and flaps.
3. Attach a "back in service" tag to the pack tray.

REFERENCE(S):

1. TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (PFC)

TASK: 0451.04.07 REPAIR AN A-22 CARGO BAG

CONDITION(S): Given a damaged A-22 cargo bag, necessary tools and equipment, necessary repair material, and the reference.

STANDARD(S): To ensure serviceability of the A-22 Cargo bag is maintained per the reference.

PERFORMANCE STEPS:

1. Inspect the entire cargo bag to determine required repairs.
2. Remove the damaged area from the sling assembly or cover and make the necessary repairs.
3. Perform a 100 percent TRI inspection to ensure that all repairs have been performed correctly.
4. Attach a "back in service" tag to the cargo bag.

REFERENCE(S):

1. TM 10-1670-268-20&P, Type V Airdrop Platform

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (PFC)

TASK: 0451.04.08 REPAIR A TYPE V PLATFORM

CONDITION(S): Given a damaged type V platform, necessary tools and equipment, necessary repair materiel, and the reference.

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STANDARD(S): To ensure serviceability of the type V platform is maintained per the reference.

PERFORMANCE STEPS:

1. Inspect the entire platform to determine required repairs.
2. Remove the damaged parts and inspect the replacement parts for damage that may have occurred during shipment.
3. Replace or add panels, roller pad, and rails.
4. Perform a 100 percent TRI inspection to ensure repairs are performed correctly.
5. Attach a "back in service" tag to the cargo bag.

REFERENCE(S):

1. TM 10-1670-268-20&P, Type V Airdrop Platform

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (PFC)

TASK: 0451.04.09 PERFORM PREVENTIVE MAINTENANCE ON A SEWING MACHINE

CONDITION(S): Given a sewing machine, lubricants, rags, and the references.

STANDARD(S): To ensure serviceability is maintained per the references.

PERFORMANCE STEPS:

1. Unplug the sewing machine.
2. Lubricate the sewing machine.
3. Plug in the sewing machine and run it for 30 to 60 seconds to allow excess oil to flow into the drip pan.
4. Use a rag to wipe off the excess oil on the machine's surface and clean out the drip pan.

REFERENCE(S):

1. OWNER'S MANUALS, Applicable sewing machine owners manuals
2. TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (3) Req By (PFC)

TASK: 0451.04.10 SUPERVISE THE OPERATIONS OF AN AIRDROP EQUIPMENT REPAIR
ACTIVITY

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CONDITION(S): Given the billet of NCOIC of an airdrop equipment repair activity, an airdrop equipment repair activity, and the references.

STANDARD(S): To ensure equipment repairs are performed properly per the references.

PERFORMANCE STEPS:

1. Supervise the repair of parachute, airdrop platforms, suspension slings and lines, and A-22 cargo bags.
2. Ensure nonrepairable equipment is coded as unservicable.

REFERENCE(S):

1. FM 10-500-2, Rigging Airdrop Platforms
2. TM 10-1670-201-23/T, General Maintenance of Parachutes & other Airdrop Equipment
3. TM 10-1670-240-20/TO, Miscellaneous Airdrop Canvas Webbing Metal and Wood Items

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (SSgt)

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DUTY AREA 05 - AIRDROP OPERATIONS

TASK: 0451.05.01 PERFORM A PERSONNEL JUMP FROM AN AIRCRAFT IN FLIGHT

CONDITION(S): Given the requirement to maintain jump proficiency, necessary equipment to perform the jump, and the reference.

STANDARD(S): To maintain jump proficiency per the reference.

PERFORMANCE STEPS:

1. Attend the jumpmaster's brief for manifest call.
2. Conduct prejump training.
3. Don the necessary equipment and ensure personal possession of dog tags and I.D. card.
4. Ensure that personal equipment is inspected by the jumpmaster.
5. Board the aircraft according to the manifest stick order.
6. Watch and listen for commands from the jumpmaster during flight.
7. Jump from the aircraft.
8. Perform the proper parachute landing fall.
9. Recover equipment and report to the turn-in area.

REFERENCE(S):

1. FM 57-220, Basic Parachute Techniques & Training

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (3) Req By (PFC)

TASK: 0451.05.02 DETERMINE THE EQUIPMENT AND SUPPLIES REQUIRED TO SUPPORT AN AIRDROP OPERATION

CONDITION(S): Given the requirement to conduct an airdrop operation and the reference.

STANDARD(S): To ensure supportability of an airdrop per the reference.

PERFORMANCE STEPS:

1. Determine the type and amount of airdrop equipment and supplies required to support the airdrop operation.
2. Determine the amount of support equipment needed such as vehicles and forklifts.

REFERENCE(S):

1. AR 750-32, Airdrop, Parachute Recover & Aircraft Personnel Escape Systems

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ENCLOSURE (6)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (SSgt)

TASK: 0451.05.03 PREPARE AN AIRCRAFT LOAD PLAN FOR AIRDROP LOADS

CONDITION(S): Given the requirement to conduct an airdrop operation, information concerning the type of aircraft to be used, and the reference.

STANDARD(S): To ensure conformance with established regulations, and aircraft characteristics/capabilities, per the reference.

PERFORMANCE STEPS:

1. Determine the number and type of airdrop platforms to be dropped.
2. Determine the weight, height, length, and width of the loads.
3. Determine the number and type of aircraft available for the operation.
4. Prepare the load plan based upon the characteristics and capabilities of the aircraft available.

REFERENCE(S):

1. AR 750-32, Airdrop, Parachute Recover & Aircraft Personnel Escape Systems

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (LCpl)

TASK: 0451.05.04 PERFORM THE DUTIES OF JUMPMaster, ASSISTANT JUMPMaster, OR SAFETY NCO

CONDITION(S): Given the requirement to perform the duties of jumpmaster, assistant jumpmaster, or safety NCO during an airdrop operation and the reference.

STANDARD(S): To ensure all established procedures are adhered to per the reference.

PERFORMANCE STEPS:

1. Ensure that Notices to Airmen (NOTAMs) are posted to all the required units.
2. Ensure all safety measures are strictly adhered to during the entire operation.
3. Brief the departure airfield control officer on the status of the operation.
4. Inspect the aircraft and coordinate the operation with the aircrew.
5. Manifest the parachutists and issue the parachutes.
6. Inspect equipment and personnel to ensure equipment is serviceable and properly donned.
7. Load the aircraft for the jump.

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8. Maintain control of the jumpers, jump door, and ramp during the entire operation.

REFERENCE(S):

1. FM 57-220, Basic Parachute Techniques & Training

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TASK: 0451.05.05 PERFORM THE DUTIES OF MALFUNCTION NCO

CONDITION(S): Given the requirement to perform the duties of malfunction NCO during an airdrop operation, necessary equipment, and the reference.

STANDARD(S): To record and determine the cause of malfunctions of airdrop items per the reference.

PERFORMANCE STEPS:

1. Attend all personnel and equipment drops.
2. Ensure communications equipment, camera, binoculars or night vision goggles, and a vehicle with a driver are present during the drop.
3. Monitor the drop and record the type and number of partial malfunctions.
4. Conduct an on site investigation to attempt to determine the cause of any malfunction.

REFERENCE(S):

1. FM 57-220, Basic Parachute Techniques & Training

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Cpl)

TASK: 0451.05.06 PERFORM THE DUTIES OF DROP ZONE SUPPORT TEAM LEADER (DZSTL)

CONDITION(S): Given the requirement to perform the duties of the DZSTL during an airdrop operation, necessary equipment, and the reference.

STANDARD(S): To ensure safe and efficient operations are maintained within the drop zone per the reference.

PERFORMANCE STEPS:

1. Assume overall responsibility of drop zone operations.
2. Receive permission from the departure airfield control officer to open the drop zone.
3. Evaluate the drop zone for suitability and safe operating conditions.
4. Ensure that all drop zone markings are displayed.

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5. Operate all visual and communication devices.
6. Ensure "NO DROP" signal can be received by the aircraft.
7. Ensure safety measures are strictly adhered to by all drop zone safety team members.

REFERENCE(S):

1. FM 57-220, Basic Parachute Techniques & Training

ADMINISTRATIVE INSTRUCTIONS: Requires Jumpmaster course certification.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TASK: 0451.05.07 PERFORM THE DUTIES OF DROP ZONE SAFETY NCO

CONDITION(S): Given the requirement to perform the duties of drop zone safety NCO during an actual airdrop operation, day or night drop zone kit, necessary medical personnel, safety vehicle, drop zone rigger, and the reference.

STANDARD(S): To ensure safe operations within the drop zone are adhered to per the reference.

PERFORMANCE STEPS:

1. Ensure a Corpsman, drop zone rigger, and safety vehicle with driver are present.
2. Maintain communications with range control.
3. Set up drop zone markings.
4. Ensure the drop zone is clear of obstacles.
5. Monitor wind conditions throughout the drop.
6. Ensure initial contact is maintained with the drop aircraft.
7. Maintain visual or radio contact with the drop aircraft.
8. Attempt to count the number of jumpers during parachute operations and relay that information to the drop aircraft.
9. Account for jumpers and/or injuries upon landing.

REFERENCE(S):

1. FM 57-220, Basic Parachute Techniques & Training

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt)

TASK: 0451.05.08 ESTABLISH A DROP ZONE

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CONDITION(S): Given an area to establish a drop zone, required personnel and equipment, and the reference.

STANDARD(S): To ensure supportability of airdrop operations per the reference.

PERFORMANCE STEPS:

1. Determine the size requirements of the drop zone in coordination with the commander of the airlift forces and the airborne commander.
2. Select the best available location to support the airdrop operations.
3. Determine aircraft type, drop speed, loads and methods that can be supported by the drop zone.
4. Establish access to and from the drop zone.

REFERENCE(S):

1. FM 57-220, Basic Parachute Techniques & Training

ADMINISTRATIVE INSTRUCTIONS: Requires Jumpmaster course certification.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Sgt)

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MOS 0481, LANDING SUPPORT SPECIALIST

DUTY AREA 01 - LANDING SUPPORT OPERATIONS

TASK: 0481.01.01 LAY ASSAULT TRACKWAY MATTING

CONDITION(S): Given an assignment as a member of a team required to lay a 25 X 25 pad, assault trackway kit, necessary tools and equipment, and the reference.

STANDARD(S): To ensure unrestricted movement of rolling stock or safe helicopter landing.

PERFORMANCE STEPS:

1. Position a rolled panel of trackway in the center of the roadway or designated helicopter landing zone.
2. Assemble assault Trackway Kit as required.

REFERENCE(S):

1. SL-3, MCSL Component listing

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (LCpl)

TASK: 0481.01.02 ERECT BEACH MARKER/OFFLOAD POINT PANELS

CONDITION(S): Given the requirement to establish a Beach Support Area (BSA), requirement to visually identify sites, beach marker panels, the diagram/overlay of the BSA from the Operation Plan (OPLAN), necessary tools and equipment, and the references.

STANDARD(S): To ensure all offload points are properly identified and marked per the OPLAN and the references.

PERFORMANCE STEPS:

1. Select marker panels to designate the left, right, and center limits of the BSA and the location for the off-loading of supplies and equipment.
2. Position the marker panels.
3. Anchor the panels.

REFERENCE(S):

1. FMFM 4-3, MAGTF Landing Support OPS
2. SL-3, MCSL Component listing

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

TASK: 0481.01.03 SECURE CARGO ONTO A 463L PALLET

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ENCLOSURE (6)

CONDITION(S): Given the requirement to construct a load onto a 463L pallet, necessary equipment, and the reference.

STANDARD(S): To ensure proper shipment and acceptance for transport per the reference.

PERFORMANCE STEPS:

1. Load cargo onto the pallet.
2. Place pallet bag over the cargo.
3. Secure cargo using appropriate restraining devices.
4. Annotate weight on placard and attach to pallet.

REFERENCE(S):

1. FMFM 4-6, Movement of Units in Air Force Aircraft

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 0481.01.04 RIG EQUIPMENT FOR EXTERNAL LIFT

CONDITION(S): Given the requirement to conduct external helolift operations, tools and equipment, and the references.

STANDARD(S): Ensuring helolift can be accomplished safely and without damage to equipment per the references.

PERFORMANCE STEPS:

1. Prepare the equipment for rigging.
2. Perform an operation function test on external helolift equipment.
3. Connect the rigging slings/straps to the equipment.

REFERENCE(S):

1. FMFRP 5-31 VOL 1, Hel Ext Air Trans Basic OPS & EQ
2. FMFRP 5-31 VOL 2, Hel Ext Air Trans SINGLE PT RIG PR
3. FMFRP 5-31 VOL 3, Hel Ext Air Tran Dual Pt RIG PR

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (PFC)

TASK: 0481.01.05 MARK A HELICOPTER LANDING ZONE

CONDITION(S): Given a designated helicopter landing zone, marker panels, wind direction indicators, marking lights, and the reference.

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ENCLOSURE (6)

STANDARD(S): To ensure safe movement of helicopters within the landing zone per the reference.

PERFORMANCE STEPS:

1. Install wind direction indicators in the landing zone,
2. Install marking panels on the ground to designate the landing zone, landing site, and/or landing point for day operations.
3. Install marking lights on the ground to designate the landing zone, landing site, and/or landing point for night operations.

REFERENCE(S):

1. FMFRP 5-31 VOL 1, Hel Ext Air Trans Basic OPS & EQ

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

TASK: 0481.01.06 DIRECT HELICOPTER MOVEMENT WITHIN THE LANDING ZONE USING HAND AND ARM SIGNALS

CONDITION(S): Given a landing zone with helicopter traffic, necessary tools and equipment, and the reference.

STANDARD(S): To ensure safe operations within the landing zone per the reference.

PERFORMANCE STEPS:

1. Ensure radio communications are established.
2. Prepare a landing zone brief.
3. Perform the appropriate hand and arm signals to direct the helicopter to the appropriate landing site within the landing zone.
4. Perform the appropriate hand and arm signals to direct the helicopter out of the landing site.

REFERENCE(S):

1. FMFRP 5-31 VOL 1, Hel Ext Air Trans Basic OPS & EQ

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (LCpl)

TASK: 0481.01.07 HOOK UP EQUIPMENT TO A HOVERING HELICOPTER

CONDITION(S): Given the requirement to hook up equipment to a hovering aircraft, necessary equipment, a load to be lifted, the reference, and a member of a team.

STANDARD(S): Ensuring safe and secure transport of equipment per the reference.

PERFORMANCE STEPS:

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1. Ground the helicopter using the static wand.
2. Hook up the sling and/or net apex to the quick release pendant.

REFERENCE(S):

1. FMFRP 5-31 VOL 1, Hel Ext Air Trans Basic OPS & EQ

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (3) Req By (PFC)

TASK: 0481.01.08 LOAD VEHICLES/CARGO ON RAIL CARS

CONDITION(S): Given cargo requiring transportation by rail, tools, dunnage, and the references.

STANDARD(S): Ensuring a safe and secure load without damage to cargo per the references.

PERFORMANCE STEPS:

1. Prepare vehicles.
2. Inspect railcar for suitability.
3. Load vehicle on railcar.
4. Block and brace vehicle wheels.
5. Tie down vehicle.

REFERENCE(S):

1. AAR, American Association of Railroads (AAR)
2. MCO P4600.7, USMC Transportation Manual
3. TM 55-200-001-12, Army TM

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 0481.01.09 LOAD CARGO ON SHIPS

CONDITION(S): Given necessary tools, dunnage, equipment, and the references.

STANDARD(S): Safely and without damage to cargo per the references.

PERFORMANCE STEPS:

1. Coordinate with Naval Beach Group.
2. Rig equipment and cargo for crane lift.

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3. Load equipment and cargo on ship.

4. Tie down equipment and cargo.

REFERENCE(S):

1. FMFM 4-3, MAGTF Landing Support OPS
2. MTMCTEA, PAMPHLET 56-1

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (LCpl)

TASK: 0481.01.10 CALCULATE CENTER OF BALANCE FOR A MOTOR VEHICLE

CONDITION(S): Given a loaded motor vehicle and trailer prepared to load aboard an aircraft, tools and material, and the reference.

STANDARD(S): To ensure safe and proper embarkation of equipment per the reference.

PERFORMANCE STEPS:

1. Weigh each axle of vehicle.
2. Establish Reference Datum Line (RDL) at the front axle.
3. Measure distance from RDL to all axles (measure to center of dual axles).
4. Compute moments for all axles or combined axles.
5. Divide total moments by total weight to determine center balance.
6. Maintain portable wheel scales.

REFERENCE(S):

1. SL-3, MCSL Component listing

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

TASK: 0481.01.11 LOAD CARGO ON AIRCRAFT

CONDITION(S): Given the mission to load equipment and cargo onto aircraft, while participating in Departure Airfield Control Group (DACG), necessary tools and equipment, required documentation, and the references.

STANDARD(S): Ensuring a safe and proper load without damage to cargo or aircraft per the references.

PERFORMANCE STEPS:

1. Conduct appropriate inspection of cargo.
2. Direct loading of equipment and cargo on the aircraft.

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3. Secure equipment and cargo to the aircraft deck using appropriate restraining devices.

REFERENCE(S):

1. FMFM 4-3, MAGTF Landing Support OPS
2. FMFM 4-6, Movement of Units in Air Force Aircraft

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (PFC)

TASK: 0481.01.12 MAINTAIN PUBLICATION AND DIRECTIVES LIBRARY

CONDITION(S): Given publications, correspondence, reports and messages to be maintained, and the references.

STANDARD(S): To ensure files are current and maintained in an orderly manner to facilitate information retrieval.

PERFORMANCE STEPS:

1. File messages in date time group (DTG) sequence.
2. File correspondence, reports, and records in the appropriate file folders in a timely manner.
3. Annotate files in a timely manner, as required.
4. Close out and retain expired files, as required.
5. Destroy or forward expired files for archive, as required.
6. Maintain characteristics/historical data files, as required.

REFERENCE(S):

1. MCO 5210.11, Records Management Program
2. SECNAVINST 5210.11, Standard Subject Identification Codes
3. SECNAVINST P5212.5, Disposal Navy/Marine Corps Records

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (LCpl)

TASK: 0481.01.13 CREATE A UNIT DEPLOYMENT LIST (UDL)

CONDITION(S): Given an assignment to obtain data, Deadline Control Date (DCD), Logistics Automated Marking and Reading Symbols (LOGMARS), labeled items, and the reference.

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STANDARD(S): To ensure accounting of all T/O&E equipment, per unit UDL and the reference.

PERFORMANCE STEPS:

1. Validate UDL against unit T/O&E.
2. Identify all equipment on UDL.
3. Create labels.
4. Scan LOGMARS labels or manually input LOGMAR labels.

REFERENCE(S):

1. MDSS II, User's Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

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DUTY AREA 02 - OPERATIONS

TASK: 0481.02.01 DIRECT LANDING SUPPORT OPERATIONS

CONDITION(S): Given the requirement to direct all types of landing support operations, tools and equipment, required documentation, operation order, and the references.

STANDARD(S): To ensure safe and proper loading of the mode of conveyance to support the operation order.

PERFORMANCE STEPS:

1. Designate shore party and HST teams.
2. Arrange shore party (BSA/LZSA) reconnaissance.
3. Plan for water supply points.
4. Draft operation support area overlay.
5. Direct preparation of the BSA/LZSA.
6. Direct landing zone support operations.
7. Direct port operations.
8. Direct BSA operations.
9. Direct rail operations.
10. Direct area defense.
11. Direct Departure Airfield Control Group (DACG) operations.
12. Direct Arrival Airfield Control Group (AACG) operations.
13. Coordinate with naval beach group.
14. Direct cargo, equipment, and personnel to the correct location for loading or distribution.
15. Record personnel, cargo, and equipment being loaded/unloaded.
16. Prepare associated forms, charts, and reports, as required.

REFERENCE(S):

1. AAR, American Association of Railroads (AAR)
2. FMFM 4-3, MAGTF Landing Support OPS
3. FMFM 4-6, Movement of Units in Air Force Aircraft
4. FMFRP 5-31 VOL 1, Hel Ext Air Trans Basic OPS & EQ

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5. MCO 3501.7, MCCRES Vol VI
6. MCO P4600.7, USMC Transportation Manual
7. MTMCTEA, PAMPHLET 56-1
8. TM 55-200-001-12, Army TM

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 0481.02.02 MAINTAIN A LOGISTICS SITUATION MAP

CONDITION(S): Given an operations order, current information concerning the location supported and CSS units, situation map, and the reference.

STANDARD(S): To ensure an accurate visual representation of the location of CSS facilities, collection points, supported and CSS units, and other information as determined by local SOP.

PERFORMANCE STEPS:

1. Update location of supported units.
2. Update location of CSS units, detachments, convoys, etc.
3. Update location of CSS facilities (i.e., medical, maintenance, supply, etc.)
4. Update location of CSS collection and evacuation points (i.e., POW, maintenance, casualty, etc.).
5. Maintain other information as required by the operations order of local SOP.

REFERENCE(S):

1. FMFM 3-1, Command and Staff Action

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Cpl)

TASK: 0481.02.03 SUPERVISE PORT OPERATION GROUP (POG) OPERATIONS

CONDITION(S): Given cargo, equipment, and personnel offered for embarkation aboard a transport ship, a working POG, necessary tools and equipment, required documentation, and the references.

STANDARD(S): To ensure cargo, equipment, and personnel are directed to the correct location for embarkation, and equipment is properly rigged for loading per the load plan.

PERFORMANCE STEPS:

1. Direct cargo, equipment, and personnel to the correct location for loading.
2. Rig all cargo and equipment for loading, as required.

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3. Prepare and maintain the required forms, charts and reports associated with POG operations.
4. Monitor and record personnel, cargo and equipment being loaded/unloaded.

REFERENCE(S):

1. FMFM 4-3, MAGTF Landing Support OPS
2. MTMCTEA, PAMPHLET 56-1

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 0481.02.04 DETERMINE A UNIT'S CLASS I, III, AND V REQUIREMENTS

CONDITION(S): Given an operation of specified duration, commander's guidance, T/O&E, computed requirements, and the references.

STANDARD(S): To ensure the sustainability of the unit to conduct an assigned mission per the references.

PERFORMANCE STEPS:

1. Review the Operation Plan (OPLAN) or applicable documents for operation data.
2. Determine class I and water requirement computations.
3. Determine class III requirement computations.
4. Determine class V requirement computations.

REFERENCE(S):

1. FM 101-10-1, Staff Officer's Field Manual
2. MCO 5500.6, Arming of Security and Law Enforcement Personnel and The Use of Force
3. MCO P10110.14, Food Service SOP
4. MCO P8011.4, USMC T/A Class V (W) Material (Peacetime)
5. NAVMC 1017, Table of Authorized Material
6. UM 4400-124, FMF SASSY Using Unit Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (LCpl)

TASK: 0481.02.05 PREPARE A LOAD PLAN FOR MOVEMENT BY RAIL

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CONDITION(S): Given characteristics and performance limits of the rail assets available, unit's embarkation data, Operation Plan (OPLAN) and the references.

STANDARD(S): To ensure supportability of the OPLAN, and compliance with the characteristics and performance limits of the rail assets per the references.

PERFORMANCE STEPS:

1. Ensure equipment to be loaded complies with the characteristics of the rail assets.
2. Identify any hazardous material and cargo requiring special handling.
3. Prepare vehicle, pallet, container, and heavy-lift templates.
4. Position templates on the rail diagram.
5. Certify the load plan conforms to the prescribed regulations.

REFERENCE(S):

1. AAR, American Association of Railroads (AAR)
2. MCO 4610.35, USMC Equipment Characteristics File
3. MCO P3000.18, Marine Corps Planner's Manual
4. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Cpl)

TASK: 0481.02.06 PREPARE SUPPLIES AND EQUIPMENT FOR EMBARKATION

CONDITION(S): Given supplies and equipment to be embarked, necessary tools, equipment, and material, information concerning the specific type of ship, aircraft, or conveyance to be used, and the references.

STANDARD(S): To ensure compliance with the requirements of the specific type of ship aircraft or other conveyance to be used per the references.

PERFORMANCE STEPS:

1. Inspect the supplies and equipment for transport ability.
2. Determine the supplies and equipment to be mobile loaded.
 - a. Assist the unit in mobile loading supplies and equipment as required.
 - b. Ensure that mobile loads are properly secured.
3. Determine 463L pallets requirements.
 - a. Assist the unit in building 463L pallets as required.

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- b. Ensure equipment and supplies are properly secured on the pallets.
4. Determine warehouse pallets requirement.
 - a. Assist the unit in banding supplies to warehouse pallets as required.
 - b. Ensure equipment and supplies are properly secured on the warehouse pallets as required.
5. Identify and segregate hazardous material and cargo.
6. Identify packing requirement for hazardous material and cargo.
7. Mark supplies and equipment as appropriate for the specific conveyance.
8. Compute equipment center balance, as required.
9. Prepare the required documentation.
10. Stage supplies and equipment, as required.

REFERENCE(S):

1. FMFM 4-6, Movement of Units in Air Force Aircraft
2. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
3. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Cpl)

TASK: 0481.02.07 CREATE A DATABASE IN THE MAGTF DEPLOYMENT SUPPORT SYSTEM II (MDSS II)

CONDITION(S): Given a computer, MDSS II, unit embarkation data, and the reference.

STANDARD(S): To ensure the embarkation data is accurately depicted for deployment planning per the reference.

PERFORMANCE STEPS:

1. Use LOGMARS equipment for data collection and inventory.
2. Enter the unit's embarkation data into the automated embarkation system.
3. Generate reports showing units equipment and supplies.
4. Generate ad hoc reports.
5. Review the reports and correct discrepancies.

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REFERENCE(S):

1. MDSS II, User's Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TASK: 0481.02.08 PREPARE A LOAD PLAN FOR AN AIRCRAFT

CONDITION(S): Given certification as a aircraft load planner, unit's embarkation data, characteristics and capabilities of the aircraft, Operation Plan (OPLAN), and the references with or without Computer Aided Logistics Manifesting System (CALMS).

STANDARD(S): To ensure supportability of the OPLAN and compliance with aircraft characteristics and capabilities per the references.

PERFORMANCE STEPS:

1. Ensure the equipment to be loaded complies with the characteristics of the aircraft.
2. Ensure the equipment to be loaded is certified for transport in the assigned aircraft.
3. Determine planning center of balance and weight for each 463L pallet to be loaded.
4. Determine planning center of balance and weight for all vehicles to be loaded.
5. Identify any hazardous material and cargo requiring special handling.
6. Position templates on the aircraft diagram.
7. Calculate center of gravity for completed load.
8. Print a computer generated load plan form using an automated system, or complete manual load plan form, as applicable.
9. Certify the load plan as conforming to the prescribed regulations.

REFERENCE(S):

1. AMC 36-1, AMC Affiliation Program Airlift Planner's Pamphlet
2. CALMS USER'S MANUAL, Computer Aided Load Manifesting System
3. FMFM 4-6, Movement of Units in Air Force Aircraft
4. MCO 4610.35, USMC Equipment Characteristics File
5. MCO P4030.19, Preparation of Hazardous Material for Military Air Shipment

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

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TASK: 0481.02.09 PREPARE A SHIP LOAD PLAN

CONDITION(S): Given ship loading characteristics pamphlet or stow plan, hydrostatic data, unit's embarkation data, landing plan, and the references.

STANDARD(S): To ensure the maximum use of shipboard space and flexibility, support the landing plan, and comply with the characteristics of available shipping.

PERFORMANCE STEPS:

1. Receive and consolidate the required loading documents from each unit embarking supplies, cargo, equipment, and/or personnel aboard a ship.
2. Obtain the unloading priorities and composition of tactical serials from the embarkation team commander.
3. Ensure the equipment to be loaded complies with the characteristics of the ship.
4. Identify any hazardous materials and cargo requiring special handling.
5. Manually prepare the load plan for a ship.
 - a. Prepare vehicle, pallet, container, and heavy-lift templates.
 - b. Lay out stowage diagrams in proper horizontal and vertical order.
 - c. Plan the stowage of supplies, cargo, and equipment according to type and priorities.
 - d. Prepare or complete the required documentation per Joint Pub 3-02.2.
 - e. Compute trim, stress, and stability (for a commercial ship).
 - f. Assemble the loading plan in the prescribed sequence per Joint Pub 3-02.2.
6. Prepare a load plan for a ship using an automated embarkation system.
 - a. Establish the database for supplies, cargo, equipment, and/or personnel to be loaded.
 - b. Position the templates on the deck diagram.
 - c. Plan the stowage of supplies, cargo, and equipment according to type and priorities.
 - d. Determine trim, stress, and stability (for a commercial ship).
 - e. Produce the computer generated reports and deck diagrams.
7. Certify the load plan as conforming to prescribed regulations.

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REFERENCE(S):

1. CAEMS USER'S MANUAL, Computer Aided Embarkation Management System
2. CFR 49, Hazardous Material Regulations
3. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
4. MCO 4610.35, USMC Equipment Characteristics File
5. MDSS II, User's Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TASK: 0481.02.10 COORDINATE SHIP-TO-SHORE MOVEMENT

CONDITION(S): Given the assignment as a member of a Tactical Logistical Group (TACLOG), an amphibious operation order, landing plan, and the references.

STANDARD(S): To ensure efficient and effective support of the amphibious operation order per the references.

PERFORMANCE STEPS:

1. Establish TACLOG control procedures.
2. Monitor the established TACLOG communications net for support requirements.
3. Determine the location of sea based support for CSS requests from the supported units.
4. Prepare and submit CSS requests to the appropriate sea based location in the required format.
5. Coordinate transportation for the requested CSS with the appropriate ship-to-shore movement coordination agency.
6. Monitor the movement ashore of the requested support.

REFERENCE(S):

1. FMFM 1-8, Ship-To-Shore Movement
2. FMFM 4-1, Combat Service Support Operations
3. JOINT PUB 3-02.1, Landing Force Operations
4. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
5. NWP 22-5, The Naval Beach Group

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

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MOS 0491, COMBAT SERVICE SUPPORT CHIEF

DUTY AREA 01 - GENERAL DUTIES

TASK: 0491.01.01 SUPERVISE A UNIT ARMORY

CONDITION(S): Given the billet of Combat Service Support Chief, T/O&E, and the references.

STANDARD(S): To ensure all established armory operating procedures are adhered to per the references.

PERFORMANCE STEPS:

1. Determine unit allowance, requisition, and storage requirements.
2. Ensure proper receipt, distribution, and storage of weapons.
3. Ensure compliance with armory handling, accounting, and security procedures.
4. Monitor completion of the weapons preventive and corrective maintenance performance.
5. Supervise training of all armory personnel.

REFERENCE(S):

1. MCO P4790.2, MIMMS Field Procedures Manual
2. OPNAVINST 5530.15, Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives
3. TM 4700-15-1/F, Marine Corps Equipment Forms and Records
4. UM 4400-124, FMF SASSY Using Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

TASK: 0491.01.02 MAINTAIN A UNIT GROUND SAFETY PROGRAM

CONDITION(S): Given the billet of Combat Service Support Chief and the references.

STANDARD(S): To ensure the widest dissemination of safety information and procedures, and compliance with the references.

PERFORMANCE STEPS:

1. Ensure ground safety classes are scheduled and conducted.
2. Conduct staff visits and inspections to ensure compliance with the references.
3. Implement corrective action on noted discrepancies.

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4. Review and update the ground safety program, as required.
5. Complete safety reports/forms and disseminate as required.

REFERENCE(S):

1. CFR 40, Hazardous Substances & Wastes
2. CFR 49, Hazardous Material Regulations
3. MCO 5100.8, Marine Corps Ground Occupational Safety and Health Program

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

TASK: 0491.01.03 SUPERVISE A UNIT HAZARDOUS WASTE/MATERIAL DISPOSAL PROGRAM

CONDITION(S): Given the assignment to manage a unit hazardous waste/material program and the references.

STANDARD(S): To ensure proper management and disposal of human and industrial hazardous waste per the references.

PERFORMANCE STEPS:

1. Determine hazardous waste/material storage requirements.
2. Coordinate hazardous waste/material transportation requirements.
3. Determine hazardous waste/material disposal requirements.
4. Establish procedures for safe handling, clean-up, and emergency action planning.
5. Review and update the waste disposal and hazardous material reutilization programs, as required.

REFERENCE(S):

1. CFR 29, Labor (OSHA)
2. CFR 40, Hazardous Substances & Wastes
3. CFR 49, Hazardous Material Regulations
4. DCAM 4145.11, Storage & Handling of Hazardous Material
5. DOD 4500.9-R, Defense Transportation Regulation
6. FM 101-10-1, Staff Officer's Field Manual
7. FMFM 4-1, Combat Service Support Operations

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8. PC-POP III, Performance Oriented Packaging (POP) Personal Computer Program III

9. REGULATIONS, Local, Federal and State

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

TASK: 0491.01.04 PREFORM ADMINISTRATIVE FUNCTIONS

CONDITION(S): Given the required administrative duties of a Combat Service Support Chief, logistics section, commander's guidance, and the references.

STANDARD(S): To ensure the administrative duties of the logistics section support the unit's assigned mission and comply with established procedures.

PERFORMANCE STEPS:

1. Organize and supervise the logistics section.
2. Ensure publications library is properly maintained.
3. Establish internal control procedures for maintaining administrative files and records.
4. Ensure logistics related training is scheduled and conducted.
5. Review logistics related reports.
6. Prepare staff correspondence pertaining to logistics.
7. Prepare and review logistics related standing operating procedures.
8. Advise/brief commander on logistics matters.
9. Conduct logistics administrative inspections and implement corrective action.
10. Prepare administrative briefing materials on logistics matters.
11. Monitor facilities administration.

REFERENCE(S):

1. FMFM 3-1, Command and Staff Action
2. FMFM 4-1, Combat Service Support Operations
3. MCO P1200.7, MOS Manual
4. MCO P4790.2, MIMMS Field Procedures Manual
5. NAVMC 2771, Marine Corps Formal School Catalog
6. TM 4700-15-1/F, Marine Corps Equipment Forms and Records

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INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

TASK: 0491.01.05 SUPERVISE A UNIT AMMUNITION ACCOUNT

CONDITION(S): Given commander's guidance, unit T/O&E, and the references.

STANDARD(S): To ensure requirements are accurately calculated and maintained to support mission requirements per the references.

PERFORMANCE STEPS:

1. Review unit T/O&E.
2. Review references.
3. Compute class V(W) combat allowances/training requirements.
4. Formulate a specific unit ammunition account in conjunction with the unit operations section.
5. Monitor the specific unit expenditures associated with the unit ammunition account in conjunction with the unit operations section.
6. Determine equipment requirement for transportation of ammunition.
7. Identify the requirements for field storage of ammunition.
8. Review malfunction reports.
9. Monitor procedures for the disposal of ammunition.

REFERENCE(S):

1. MCO 8010.1, CLASS V(W) SUP FMF CBT OP
2. MCO P8011.4, USMC T/A Class V (W) Material (Peacetime)
3. UM 4400-124, FMF SASSY Using Unit Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (24) Req By (GySgt)

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DUTY AREA 02 - OPERATIONAL DUTIES

TASK: 0491.02.01 SUPERVISE TECHNICAL FUNCTIONS OF COMBAT SERVICE SUPPORT (CSS)

CONDITION(S): Given the billet of combat service support chief, mission to deploy the unit as part of a MAGTF, and the references.

STANDARD(S): To ensure requirements are fulfilled or appropriately identified and requested per the references.

PERFORMANCE STEPS:

1. Organize for operational CSS.
2. Maintain a logistics situation map.
3. Design ground layout of Beach Support Area (BSA), Landing Zone Support Area (LZSA), and Combat Service Support Area (CSSA).
4. Plan and monitor mobile CSSD's.
5. Plan and supervise repair/replenishment points (RRP).
6. Plan and monitor communication requirements for CSS activities.
7. Coordinate and submit CSS requests for internal and external support as required.
8. Coordinate internal and external CSS requirements.
9. Coordinate CSS requests from supported units.
10. Coordinate CSS requests from supporting units.
11. Plan and execute support for special operations such as Noncombatant Evacuation Operations (NEO) and humanitarian assistance operations.

REFERENCE(S):

1. FMFM 3-1, Command and Staff Action
2. FMFM 4-1, Combat Service Support Operations
3. MCO 8010.1, CLASS V(W) SUP FMF CBT OP
4. MCO 8025.1, Class V(W) Malfunction & Deficiency Reporting
5. MCO P4790.2, MIMMS Field Procedures Manual
6. MCO P8011.4, USMC T/A Class V (W) Material (Peacetime)
7. OPNAVINST 5530.13, Physical Security
8. UM 4400-124, FMF SASSY Using Unit Procedures

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9. UM 4400-15, Organic Property Control

ADMINISTRATIVE INSTRUCTIONS:

1. Because the 0491 is a skills progression MOS the performance steps of this task are listed to summarize those duties which may have been acquired through OJT or formal school.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

TASK: 0491.02.02 SUPERVISE DEPLOYMENT PLANNING

CONDITION(S): Given the billet of unit Combat Service Support Chief the mission to deploy as part of a MAGTF, and the references.

STANDARD(S): To ensure logistics requirements are identified and incorporated in the embarkation plan of the operations order, and the plan supports follow on CSS missions per the references.

PERFORMANCE STEPS:

1. Supervise update of data items and generation of reports and schedules on MAGTF II/LOG AIS.
2. Forecast lift requirements.
3. Supervise load planning of amphibious and MSC ships, aircraft, and rail manually and on the Computer Aided Embarkation Management System (CAEMS) and Computer Aided Load Manifesting System (CALMS) as appropriate.
4. Plan and monitor transportation.
5. Plan and supervise departure and arrival group functions.
6. Plan and supervise landing support operations.
7. Prepare Annex D to the operations order.
8. Coordinate internal and external transportation to support combat service support missions.
9. Assist in preparing embark plans.
10. Compute estimated cost of transportation.
11. Monitor the preparation of supplies and equipment for embarkation.

REFERENCE(S):

1. FMFM 1-5, Maritime Prepositioning Force (MPF) OPS
2. FMFM 3-1, Command and Staff Action
3. FMFM 4-1, Combat Service Support Operations

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4. FMFM 8-1, Special Operations
5. MCO 3501.10, MCCRES Vol IX
6. MCO 3501.7, MCCRES Vol VI
7. MEU (SOC), Training Handbook

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

TASK: 0491.02.03 COORDINATE SUPPLY SUPPORT

CONDITION(S): Given the requirement to provide supply support for a unit and the references.

STANDARD(S): To ensure proper and sufficient support is provided based on the unit T/O&E, per the references.

PERFORMANCE STEPS:

1. Determine the unit's class I, II, III, and V(W) requirements.
2. Ensure proper storage of the units supply assets.
3. Monitor proper distribution of all the unit's classes of supply.
4. Monitor proper disposal of the unit's excess/unserviceable assets.

REFERENCE(S):

1. FM 101-10-1, Staff Officer's Field Manual
2. MCO 4400.172, Table of Equipment (T/E) Allowance Change Procedures
3. MCO P4400.150, Consumer Level Policy Manual
4. MCO P4790.2, MIMMS Field Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (GySgt)

TASK: 0491.02.04 COORDINATE UNIT GENERAL ENGINEERING SUPPORT

CONDITION(S): Given the requirement to provide general engineering support, commander's guidance, the concept of combat service support, and the reference.

STANDARD(S): To ensure general engineering requirements are supported, per the reference.

PERFORMANCE STEPS:

1. Monitor the condition and suitability of unit facilities.

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2. Ensure corrective measures are initiated in the maintenance and up keep of facilities.
3. Monitor the construction of unit facilities.
4. Direct demolition and obstacle removal.
5. Direct disposal of damaged/non-expended ordnance.
6. Ensure sites are suitable for general engineering.

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

TASK: 0491.02.05 COORDINATE HEALTH SERVICES

CONDITION(S): Given the billet of combat service support chief, Operation Plan (OPLAN), commanders guidance, and the references.

STANDARD(S): To ensure supportability of unit operations per the references.

PERFORMANCE STEPS:

1. Monitor unit medical and dental readiness and monitor special programs.
2. Assist in identifying capabilities of MAGTF health service support.
3. Assist in identifying evacuation procedures.

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations
2. FMFM 4-50, Health Service Support

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

TASK: 0491.02.06 COORDINATE SHIP TO SHORE MOVEMENT

CONDITION(S): Given the assignment as a member of a TACLOG, an amphibious operations order, landing plan, and the references.

STANDARD(S): To ensure supportability of the MAGTF mission per the amphibious operations order.

PERFORMANCE STEPS:

1. Identify TACLOG control procedures.

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2. Assist in monitoring the established TACLOG communications net for the support requirements.
3. Coordinate the location of sea based support for CSS requests from the supported unit.
4. Prepare CSS requests for ship-to-shore movement of CSS assets.
5. Submit CSS requests to the appropriate sea-based location in the required format.
6. Coordinate transportation for the requested CSS with the appropriate ship-to-shore movement coordination agency.
7. Monitor the movement ashore of the requested support.

REFERENCE(S):

1. FMFM 1-8, Ship-To-Shore Movement
2. FMFM 4-1, Combat Service Support Operations
3. JOINT PUB 3-02.1, Landing Force Operations
4. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
5. MCO 3000.11, MARES/LM2 Reporting System
6. MCO P4400.150, Consumer Level Policy Manual
7. MCO P4790.2, MIMMS Field Procedures Manual
8. MCO P5231.1, LCM AIS Projects
9. MCO P5600.31, Marine Corps Publications & Printing
10. NWP 22-5, The Naval Beach Group
11. TI-5600, Publication Information Marine Corps Equipment
12. TM 4700-15-1/F, Marine Corps Equipment Forms and Records
13. UM 4400-124, FMF SASSY Using Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By
(GySgt)

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ENCLOSURE (6)

DUTY AREA 03 - PLANNING

TASK: 0491.03.01 CONDUCT PLANNING IN SUPPORT OF A MAGTF FOR A GIVEN MISSION

CONDITION(S): Given the billet of unit logistics chief in a unit where the logistics chief is the senior technical expert for combat service support, a mission to deploy the unit as part of a MAGTF, and the references.

STANDARD(S): To ensure planning requirements are fulfilled or appropriately identified per the references.

PERFORMANCE STEPS:

1. Execute the staff planning process.
2. Identify CSS capabilities.
3. Identify support requirements.
4. Identify logistics/CSS shortfalls.
5. Submit requests for external/Host Nation Support (HNS) support.
6. Develop a concept of CSS.
7. Develop CSS tasks based on a concept of CSS.
8. Task organize CSS assets.
9. Employ CSS assets.
10. Coordinate the employment of Mobile CSSDs.
11. Develop appropriate logistics annexes and orders.
12. Plan and execute MPF operations.
13. Prepare embarkation estimates of supportability.

REFERENCE(S):

1. FM 101-10-1, Staff Officer's Field Manual
2. FMFM 1-5, Maritime Prepositioning Force (MPF) OPS
3. FMFM 3-1, Command and Staff Action
4. FMFM 4-1, Combat Service Support Operations
5. FMFM 4-3, MAGTF Landing Support OPS
6. JOINT PUB 3-02, Joint Doctrine for Amphibious Operations
7. JOINT PUB 3-02.1, Landing Force Operations

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8. JOINT PUB 3-02.2, Joint Doctrine for Amphibious Embarkation
9. LOG AIS UM, LOGISTICS AUTOMATED INFORMATION SYSTEM USERS MANUAL
10. MAGTF II UM, MAGTF II Users Manual
11. MCO 4610.35, USMC Equipment Characteristics File
12. MCO 8010.1, CLASS V(W) SUP FMF CBT OP
13. MCO P4600.7, USMC Transportation Manual
14. MCO P8011.4, USMC T/A Class V (W) Material (Peacetime)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By
(GySgt)

Appendix G to
ENCLOSURE (6)